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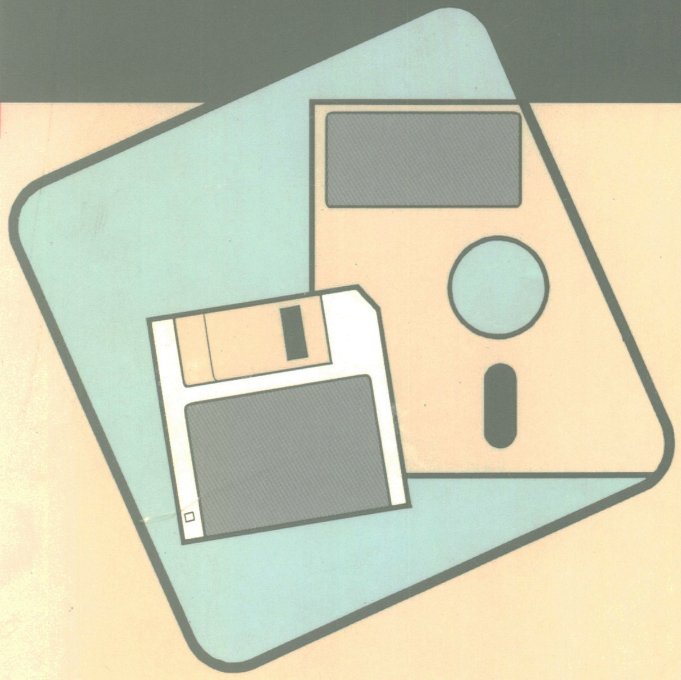

LaserJet III/IIID/IIIP Printer Software Application Notes

(Printing With Your Software)

LaserJet III/IIID/IIIP Printer Software Application Notes

(Printing With Your Software)

Edition 1
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This manual was created using *Xerox Ventura Publisher* software on an HP Vectra Personal Computer. The camera-ready copy was printed on an HP LaserJet IIID printer and was then reproduced using standard offset printing.

Conventions

The following conventions are used throughout this manual:

Bold is used to emphasize important information in the text or to highlight text to be entered from your computer's keyboard.

Italic type is used for titles that refer to manuals or documents, to indicate selections to be made, or for emphasis.

`Computer type` indicates text visible on the computer's display printer control panel display or commands to be typed.

[Keystroke] indicates a key or combination of keys to be pressed.

Note

Notes contain important information that is set off from the text.

Printer Driver Availability

Some of the software packages addressed in this document may now have a LaserJet III/IIID/IIIP printer driver that was not available to review or test prior to document release. Printer drivers are programs that allow your software package to send page set-up commands and print data to the printer. They work automatically so that you do not have to enter individual printer commands yourself. There are several ways to obtain both updated LaserJet III/IIID/IIIP Software Application Notes (when available) and information on printer driver availability.

Contact your software dealer first and ask if a printer driver is available for your specific software. The dealer should be able to tell you if a printer driver exists and how to order it, or when one may be available. Software company telephone numbers for customer-support services are found in the introduction of each application note.

The HP Forum on CompuServe is the fastest way to get drivers and updated software application notes for your new LaserJet III/IIID/IIIP. As soon as the printer drivers and notes are available, they are uploaded to HP Forum for instant access by CompuServe members.

If you are not a member of CompuServe but would like to join, call CompuServe now and take advantage of the Free Introductory Membership. The membership includes:

- A $15 introductory usage credit to CompuServe.
- A private User ID number and Password.
- A complementary subscription to CompuServe's monthly computing publication, *CompuServe Magazine.*

To take advantage of the CompuServe Free Introductory Membership offer, call 1-800-848-8199 and ask for Representative #51.

If you have a fax machine, you can call HP FIRST (HP Fax Information Retrieval Support Technology) from your fax machine at (208) 344-4809. HP FIRST provides 24-hour access to information on any LaserJet III/IIID/IIIP software printer drivers as well as updated Software Application Notes.

You can also call Hewlett Packard Distribution at (303) 353-7650 to order any HP LaserJet III/IIID/IIIP drivers that are available.

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Lotus 1-2-3® Release 2.01 and 2.2

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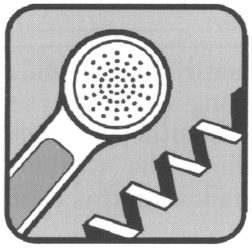
Lotus Development Corporation



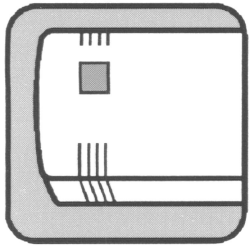
This application note will assist you in using Lotus 1-2-3 Release 2.01 and 2.2 with the LaserJet III, IIID, or IIIP printer. Differences between the two releases of Lotus 1-2-3 will be specifically stated, however, the installation and printing tasks are essentially the same for 2.01 and 2.2.

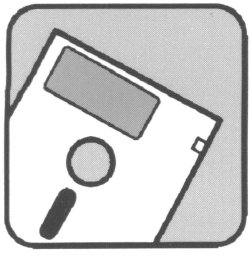
Customer Support Number . . . . . (900) 454-9009
- Hours . . . . . 9 AM to 6 PM, M-F, EST
- Charge . . . . . $1 first min., $2 subsequent min.

"Prompt" Member Support . . . . . (800) 223-1662
- Hours . . . . . 24 hours, 7 days a week
- Charge . . . . . 6 months free
- Required Identification . . . . . Member ID number

Other Lotus Phone Numbers
- Product Upgrades . . . . . (800) 872-3387
- Customer Service . . . . . (800) 343-5414
- Information and Warranty . . . . . (800) 345-1043

Supported Fonts





Cartridge Fonts 92286...	Soft Fonts 33412...
A, C, D, E, G, H, IC*, J, L, M, N, PC*, Q, R, Y	DA, EA
Cartridge Fonts 92290...	**Super Fonts 33412/33413...**
S1	DC
Cartridge Fonts C2053A...	
C03, C04*, C07*	
Cartridge Font C2055A...	
C01*	

**These cartridges contain both fixed and proportionally spaced fonts. The proportional fonts on these cartridges are not supported by Lotus 1-2-3 (if using Allways, certain proportional fonts may be supported). Refer to the "Common Tasks" section in the Allways chapter. Any attempt to use a proportional font results in improperly aligned spreadsheet columns.*

Unsupported Fonts

Cartridge Fonts 92286... B, F, K, P, T, U, V, W1, X, Z **Cartridge Fonts 92290...** S2 **Cartridge Fonts C2053A...** C01, C02, C05, C06, C08	**Soft Fonts 33412...** AC, AD, AE, AF, RA, RB, SA, SB, TA, TB, UA, UB **Super Fonts 33412...** AG **Type Director...** All

Note

Lotus 1-2-3 does not access fonts automatically. You must enter printer commands in the setup string option of Lotus 1-2-3 to access the "Supported Fonts" listed above (if you are using Allways with Lotus 1-2-3, refer to the "Common Tasks" section of the Allways chapter, following this chapter, for information on accessing fonts).

Installation

This section assists you with the installation of Lotus 1-2-3 Release 2.01 and 2.2 as it relates to your LaserJet III, IIID, or IIIP printer. For additional information, refer to the *Lotus 1-2-3 Getting Started* manual.

Printer Port Configuration

The following MODE commands must be included in your *AUTOEXEC.BAT* file. Consult either your DOS manual or *Your Guide to Setting Up Your LaserJet III, IIID, or IIIP Printer* for more information on *AUTOEXEC.BAT* files.

Parallel Interface

If your printer is connected to the computer's parallel port, LPT1:, include the following command in your *AUTOEXEC.BAT* file:

```
MODE LPT1:,,P
```

Serial Interface

If your printer is connected to the computer's serial port, COM1:, include the following commands in your *AUTOEXEC.BAT* file:

```
MODE COM1:9600,N,8,1,P
MODE LPT1:=COM1
```

9600 is the factory default baud rate of the printer if you are connected to a serial interface. If your system is set for a different baud rate, replace **9600** in the above MODE command with the appropriate baud rate.

Install Lotus 1-2-3 2.01 or 2.2

Install Lotus 1-2-3 Release 2.01 or 2.2 on your computer. Refer to the Lotus 1-2-3 Release 2.01 or 2.2 manuals for install information. This application note only explains how to set up your LaserJet III, IIID or IIIP printer to work and print with Lotus 1-2-3; it does not help you set up PATH statements, configure CONFIG.SYS or tell you how to insert install disks.

Note

Installation procedures and keystrokes are summarized in the left margin of this document. When instructed to make a selection (for example, select *INSTALL*), highlight the indicated selection then press **[Enter]**.

Select Printer and Driver: Step 1

Installing Lotus 1-2-3 to run correctly with your LaserJet III, IIID or IIIP printer is a two step process. Step 1 starts here and continues to page 1-10. Step 2 starts on page 1-10 and continues to 1-13. *Follow all the procedures under each step and complete steps 1 and 2 before printing.*

Load Lotus 1-2-3

If you are already at the *INSTALL* screen, skip to "Select *INSTALL*" below. However, if you are out of Lotus 1-2-3 and want to access the Lotus 1-2-3 subdirectory, type CD\123 (or the subdirectory where the Lotus 1-2-3 program resides) and press **[Enter]**. At your DOS prompt, type LOTUS and press **[Enter]** to display the 1-2-3 Access System.

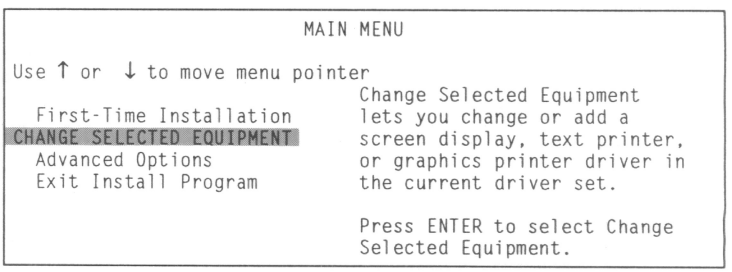
Select *INSTALL*

Use your cursor keys to highlight *INSTALL*, then press **[Enter]** to run the *INSTALL* program. Lotus 1-2-3 may prompt you to insert the UTILITY disk.

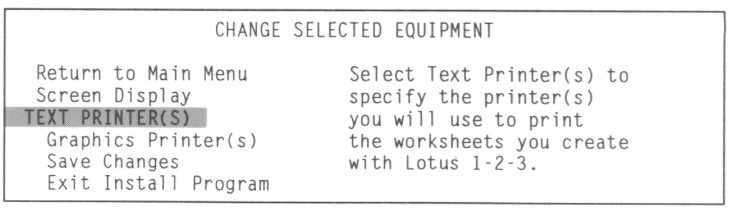
Press [Enter]

Read the instructions on your screen, then press **[Enter]**.

Select *CHANGE SELECTED EQUIPMENT*
Press [Enter]


MAIN MENU
Use ↑ or ↓ to move menu pointer
First-Time Installation
CHANGE SELECTED EQUIPMENT
Advanced Options
Exit Install Program
Change Selected Equipment lets you change or add a screen display, text printer, or graphics printer driver in the current driver set.
Press ENTER to select Change Selected Equipment.

Select *TEXT PRINTER(S)*
Press [Enter]


CHANGE SELECTED EQUIPMENT
Return to Main Menu
Screen Display
TEXT PRINTER(S)
Graphics Printer(s)
Save Changes
Exit Install Program
Select Text Printer(s) to specify the printer(s) you will use to print the worksheets you create with Lotus 1-2-3.

Select *HP*
Press [Enter]

```
                    TEXT PRINTER(S)

  Anadex
  C. Itoh
  Canon                          Select the brand name of your
  Diablo                         text printer from the list on
  Epson                          the left by highlighting it
  GE/Genicom                     and pressing ENTER.  If you
HP                               have more than one text
  IBM                            printer, you can return to
  IDS                            this list to select another.
  Inforunner
  Infoscribe                     To cancel a selected printer,
  MPI                            highlight the brand name and
  NEC                            press DEL.
  Okidata
  Printek
```

Select *2686 LASERJET SERIES*
Press [Enter]

```
                    TEXT PRINTER(S)

                                 Select the model name of your
                                 text printer from the list on
  2225 and 2930 series           the left by highlighting it
2686 LASERJET SERIES             and pressing ENTER. (The lower
  3630 PaintJet - paper          left corner of the screen
  3630 PaintJet - trans.         tells you what brand you
  DeskJet+ landscape             selected.)
  DeskJet, DeskJet+ portrait
                                 To cancel a selected printer,
                                 highlight the model name and
                                 press DEL.
```

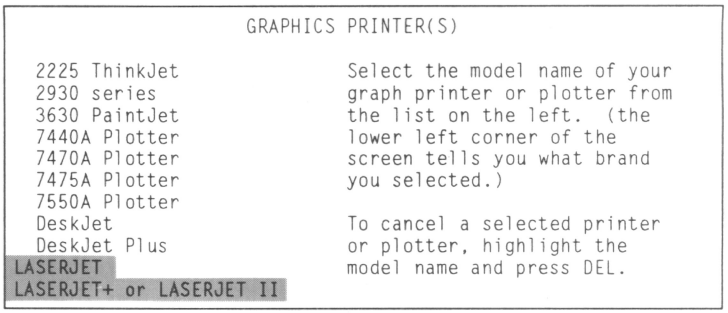
Select *GRAPHICS PRINTER(S)*
Press [Enter]

```
                CHANGE SELECTED EQUIPMENT

  Return to Main Menu            Select Graphics Printer(s) to
  Screen Display                 specify the printer(s) or
  Text Printer(s)                plotter(s) you want to use for
GRAPHICS PRINTER(S)              printing graphs.
  Save Changes
  Exit Install Program
```

Select *HP*
Press [Enter]

```
                   GRAPHICS PRINTER(S)

  Amdek
  Anadex
  C. Itoh                        Select the brand name of your
  CalComp                        graphics printer from the list
  Canon                          on the left by highlighting it
  Epson                          and pressing ENTER.  If you
  GE/Genicom                     have more than one graphics
HP                               printer, you can return to
  Houston Instruments            this list and select another.
  IBM
  IDS                            To cancel a selected graphics
  Inforunner                     printer, highlight the brand
  Infoscribe                     name and press DEL.
  MPI
  NEC
```

For 150 or 300 dpi
Select *LASERJET+*
or LASERJET II
or
For 75 dpi
Select *LASERJET*
Press [Enter]


GRAPHICS PRINTER(S)
2225 ThinkJet
2930 series
3630 PaintJet
7440A Plotter
7470A Plotter
7475A Plotter
7550A Plotter
DeskJet
DeskJet Plus
LASERJET
LASERJET+ or LASERJET II
Select the model name of your graph printer or plotter from the list on the left. (the lower left corner of the screen tells you what brand you selected.)
To cancel a selected printer or plotter, highlight the model name and press DEL.

Lotus 1-2-3 Release 2.01 and 2.2 do not have a specific driver for the LaserJet III, IIID or IIIP printer. Choose either of the above text printers when using the LaserJet III, IIID or IIIP printer.

Note

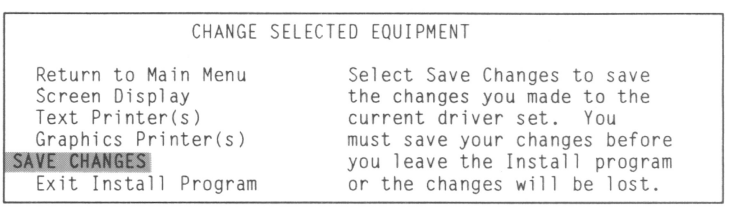
A 300 dot-per-inch (dpi) full-page graph takes approximately 1.2 Mbyte of user memory in the printer. If you want to print 300 dpi graphs and your printer has less than 1.2 Mbyte of user memory, reduce the physical size of your graph until the graph prints correctly on one page.

The *INSTALL* program allows you to select more than one graphics printer. By selecting both the "LaserJet" and the "LaserJet+ or LaserJet II", you can print draft copies of your graphs at 75 dpi and final copies at 150 or 300 dpi. To select a second graphics printer, repeat the steps required to select the first graphics printer.

Press [F10] When you complete selecting a graphics printer, press **[F10]**. Your current selections will display. Make sure your text printer is "2686 LaserJet Series" and that your graphics printer is "LaserJet+ or LaserJet II," and/or "LaserJet." Repeat the installation process if your selections are not correct.

Press [Esc] This returns you to the *Change Selected Equipment* screen.

Select *SAVE CHANGES*
Press [Enter]


CHANGE SELECTED EQUIPMENT
Return to Main Menu
Screen Display
Text Printer(s)
Graphics Printer(s)
SAVE CHANGES
Exit Install Program
Select Save Changes to save the changes you made to the current driver set. You must save your changes before you leave the Install program or the changes will be lost.

Press [Enter]

```
                    SAVING CHANGES

If you plan to create a number of driver sets for different
equipment or applications, you must give each driver set a
different name:
for example, HOME for the driver set you use with your system
at home, and WORK for the driver set you use with your system
at work.  Whenever you give your driver set a name other than
123, you must type that name when you start Lotus 1-2-3.

Give your driver set a name of no more than eight characters.
Do not type an extension; the Install program adds the exten-
sion .set automatically.  You can specify a path if you want
to save your driver set in a different directory.  The name
for the driver set itself should not contain:
[ ] ; , . / ? * : " + = - < > \ |

Press ENTER to use the name displayed in the highlight or
type a new name for your driver set.  (The name in the high-
light will disappear as soon as you start typing.)

                  Press [ENTER] to continue
123
```

Press [Enter]

```
          You have saved the changes you made.


  If you want to return to the main menu, press F9.
  If you want to leave the Install program, press ENTER.
```

Select *YES*
Press [Enter]

```
                         EXIT

Do you want to leave Install?   Select Yes to leave Install.
  No
YES
```

Step 1 Complete Continue with Step 2 before printing.

Set Printer Defaults: Step 2

Step 2 is changing the Lotus 1-2-3 default settings to work correctly with the LaserJet III, IIID or IIIP printer.

After you run the *INSTALL* program, select your printer defaults. The following instructions guide you through this process.

Select *1-2-3*

Highlight *1-2-3*, then press **[Enter]** to run the *1-2-3* program. Lotus 1-2-3 Release 2.01 may prompt you to insert the SYSTEM disk.

Access the Spreadsheet Menu

Press **[/] [W] [G] [D] [P]**. The following menu appears on your screen.

```
A1:                                                              MENU
Interface   AutoLF   Left   Right   Top   Bot   Pg-Length   Wait   Setup   Name   Quit
```

Select Interface

Press **[I]**nterface and select the number that corresponds to the parallel or serial* interface for your configuration. Available Interfaces are:

1 = Parallel 1
2 = Serial 1
3 = Parallel 2
4 = Serial 2
5 = Dos Device LPT1:
6 = Dos Device LPT2:
7 = Dos Device LPT3:
8 = Dos Device LPT4:

* **9600** is the factory default baud rate of the printer if you are connected to a serial interface. If your system is set for a different baud rate, select the appropriate setting. You will be prompted to enter a baud rate.

Note

Interface options 1-4 (Parallel and Serial) allow Lotus 1-2-3 to route information to the appropriate interface port. Options 5-8 (Dos Device) allow information to be routed through DOS MODE commands.

Save Interface Selection

Press **[Enter]**.

Set the Other Defaults

Press each of the letters indicated below and make the selections listed. *For example*, press **[P]**g-Length, then type in **60**, and press **[Enter]**.

[A]utoLf . . . . . **No**
[L]eft (margin) **0**
[R]ight (margin) **80**
[T]op (margin) **0**
[B]ottom (margin) **0**
[P]g-Length **60**
[W]ait . . . . . **No**
[S]etup . . . . . *Leave Setup Blank*
[N]ame . . . . . *Select the # which equals the HP driver you installed*

Note

If you installed a driver during the *INSTALL* (*Change Selected Equipment*) procedure and it does not show up in the spreadsheet selection (**[/] [W]**orksheet **[G]**lobal **[D]**efault **[P]**rinter **[N]**ame), go back through the *INSTALL* procedure and install it (see page 1-6).

Save Default Selections

Press **[Q]**uit, then **[U]**pdate. Lotus 1-2-3 saves your selections and uses these defaults when printing.

Exit Menu

Press **[Q]**uit to exit the menu. Lotus 1-2-3 Release 2.01 or 2.2 is now configured to print with your LaserJet III, IIID or IIIP printer. Start entering data to set up a worksheet or exit.

Exit Lotus 1-2-3 Release 2.01 or 2.2

Press **[/] [Q]**uit and highlight **YES**. Press **[Enter]**.

If the message "*WORKSHEET CHANGES NOT SAVED End 1-2-3 anyway?*" appears, highlight **YES** and press **[Enter]**. At this point, a worksheet has not been created.

At the 1-2-3 Access Menu, highlight **Exit** and press **[Enter]** to take you to the Lotus 1-2-3 subdirectory.

Reformat Created Spreadsheets

Created spreadsheets that have been printed on printers other than a LaserJet printer (for example, Epson, IBM) must be reformatted to print on the LaserJet III, IIID or IIIP printer. *If you do not reformat your spreadsheets, they may print incorrectly.* To reformat created spreadsheets to the default settings you just set on page 1-11, follow these instructions:

1. Retrieve your spreadsheet.
2. Press [/] **[P]**rint **[P]**rinter **[C]**lear **[A]**ll **[Q]**uit.
3. Change other parameters. Your spreadsheet is now reformatted to the default settings you entered earlier. However, if you wish to change other parameters, including setup strings, do so now.
4. Save your spreadsheet.
5. Print the spreadsheet. In the printer menu press **[A]**lign **[G]**o.
6. Exit Lotus 1-2-3 Release 2.01 or 2.2. Follow the exit procedures starting with "Save Default Selections" on page 1-11.

Step 2 Complete

Lotus 1-2-3 is now set with defaults to work correctly with your LaserJet III, IIID or IIIP printer. Continue to the next section for information on spreadsheet printing.

General Information

This section provides general guidelines for spreadsheet printing.

Form Feed Light

The indicator on the **[Form Feed]** key on the LaserJet III, IIID or IIIP printer lights whenever page data is stored in the printer's memory. *Make sure the Form Feed light is off before sending information to the printer.* To clear the printer's buffer, press **[On Line]** to take the printer off line, then press **[Form Feed]**. After the page ejects, push **[On Line]** to put the printer back on line.

Worksheet Page Command

Lotus 1-2-3 does not send a form feed at the end of the document. Therefore, data may remain in the printer's buffer. To get the last page of your document to automatically eject, embed a *Worksheet Page* command in the bottom left cell of your print range. To enter this command press:

[/] [W]orksheet [P]age

The command automatically inserts a page break and a double colon (::) appears on your screen.

Example

If your print range is A1..D115, position the cursor in A116 and press [/] [W]orksheet [P]age. Then change your print range to A1..D116.

Unformatted Spreadsheets

To maximize the printable area on the page, you need to select the *Unformatted* option which will give you a three line (printer default) top and bottom margin. When this option is selected, you will not be able to set top and bottom margins, page length, or print headers, footers, or borders. To select this option, press:

[/] [P]rint [P]rinter [O]ptions [O]ther [U]nformatted

If this selection is *not* made, Lotus 1-2-3 will automatically increase your top and bottom margins by three additional lines each for a total of six lines.

Formatted Spreadsheets

When setting margins, using headers, footers, or borders you must select the *Formatted* option (this is selected as a software default) within Lotus 1-2-3. To select *Formatted* options press:

[/] [P]rint [P]rinter [O]ptions [O]ther [F]ormatted

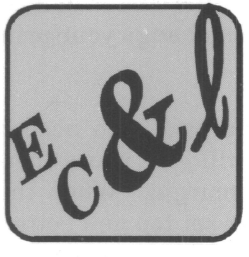
Footers

When printing footers, embed a *Worksheet Page* command in the lower left corner of your worksheet to eject the last page from the printer (see "Worksheet Page Command" on page 1-13). If this option is not selected, Lotus 1-2-3 has no way of knowing where the last page is and will not print the footer.

Macros

Macros are keystroke shortcuts used to automate printing tasks within Lotus 1-2-3. For detailed information on creating or using macros, refer to your *Lotus 1-2-3 Reference Manual* or call Lotus Technical Support (900) 454-9009.

Embedding Printer Commands



Lotus 1-2-3 Release 2.01 and 2.2 supports embedded printer commands. This feature gives advanced users the power to enhance printer output. Lotus 1-2-3 requires that embedded printer commands be placed in a blank row, at the left-most column of your current print range. An embedded printer command requires one row to initiate the command, and one row to terminate the command. *Therefore, any action or feature accessed by an embedded printer command will be active for a minimum of one row.*

To embed a printer command, precede the command with two vertical bars: **| |** (located on the same key as the backslash [\]). After typing the two vertical bars, the worksheet will show only one bar but the cell content line will show two.

Example

To embed the printer command for *italic* print, position your cursor in the left-most column of a blank row in your print range, then enter:

| |\Ø27(s1S

Note

To avoid unwanted page ejects, do not include a reset command **\Ø27E** in embedded printer commands.

Accessing Special Characters

To access special characters available in your LaserJet III, IIID or IIIP printer:

1. Find the "Decimal Value" of the special character you want to print in the table below. (Special characters and their decimal values can also be found in Appendix A of your *LaserJet III, IIID,* or *IIIP User's Manual.*)

2. Press **[Alt] [F1]**, then enter the two character "Compose Sequence" from the table below (after you enter the second Compose value, a character appears on your screen).

An example of accessing a special character is given on the next page.

Special Character Decimal Value Chart

Compose Sequence	Decimal Value	Compose Sequence	Decimal Value	Compose Sequence	Decimal Value	Compose Sequence	Decimal Value
A‘	161	??	185	i^	209	O~	233
A^	162	xo	186	O/	210	o~	234
E‘	163	L=	187	AE	211	unsupported	235
E^	164	Y=	188	a*	212	unsupported	236
E"	165	so	189	i‘	213	U’	237
I^	166	ff	190	o/	214	Y"	238
I"	167	c|	191	ae	215	y"	239
’(space)	168	a^	192	A"	216	P-	240
‘(space)	169	e^	193	i‘	217	p-	241
^(space)	170	o^	194	O"	218	unsupported	242
"(space)	171	u^	195	U"	219	unsupported	243
~(space)	172	a’	196	E’	220	unsupported	244
U‘	173	e’	197	i"	221	unsupported	245
U^	174	o’	198	ss	222	unsupported	246
unsupported	175	u’	199	O^	223	14	247
unsupported	176	a‘	200	A’	224	12	248
unsupported	177	e‘	201	A~	225	a_	249
unsupported	178	o‘	202	a~	226	o_	250
unsupported	179	u‘	203	D-	227	<<	251
C,	180	a"	204	d-	228	unsupported	252
c,	181	e"	205	I’	229	>>	253
N~	182	o"	206	I‘	230	+-	254
n~	183	u"	207	O’	231	unsupported	255
!!	184	A*	208	O‘	232		

Note

Special characters are accessed from the current active symbol set. To specify an alternative symbol set, include the command for the desired symbol set in Lotus 1-2-3's setup string (*e.g.*, **\Ø27(1ØU** for the PC-8 symbol set).

Example

To print the British pound sign in the Roman-8 symbol set, find decimal value 187 in the table on the previous page. To the left is the two character Compose Sequence, L=. Press **[Alt] [F1]** then L=.

For additional information on special characters, refer to your *Lotus 1-2-3 Release 2.01* or *2.2 Reference* manual or call Lotus Technical Support (900) 454-9009.

Duplex Printing (IIID only)

Your LaserJet IIID printer has duplex printing available as a front panel menu selection. To access duplex printing follow these steps:

1. Press **[On Line]** to take the printer off line.
2. Press **[MENU]** once. `COPIES=1 *` will appear in the display.
3. Press **[Menu]** repeatedly until `DUPLEX=OFF *` appears in the display (if `DUPLEX=ON` appears, you are already set for duplex printing. Go to step 6).
4. Press **[+]** until `DUPLEX=ON` appears in the display.
5. Press **[Enter/Reset Menu]** to save your selection. An * will appear in the display.
6. Press **[On Line]** to put the printer back on line.

Manual Feed

When manually feeding paper, embed a worksheet page command in the bottom left cell of your print range (see "Worksheet Page Command" on page 1-13). Do not insert the paper into the manual feed guide of the paper tray until you see the message "PF FEED 'paper size' " ("MF FEED 'paper size' " for the LaserJet IIIP printer) in the display window of the printer. If you are using a LaserJet IIIP printer, press **[On Line]** to feed paper.

Common Tasks

The following pages provide information about print features, setup strings, font selection and print settings.

Reset Printer to Factory Defaults

The following setup strings and settings are valid only if your LaserJet III, IIID or IIIP printer is currently set at factory default status. To reset the printer to its factory defaults:

III or IIID Press [On Line]. Hold down **[Enter/Reset Menu]** until "09 MENU RESET" appears on the printer's display. Release the key.

IIIP Press **[On Line]**. Hold down the **[Alt]** and **[Reset]** keys at the same time until "09 MENU RESET" appears on the printer's display. Release the keys.

Margin Settings

To maximize the printable area of a formatted spreadsheet, set top, bottom, and left margins at **Ø**. Right margin settings are provided in the setup string tables on the next pages.

Select Setup Strings

You may select font and line-spacing attributes for your spreadsheet by entering setup strings into the *Printer* menu. Press **[/] [P]**rint **[P]**rinter **[O]**ptions **[S]**etup. Enter the desired setup string from the lists on page 1-18 (Portrait) or 1-19 (Landscape). Refer to your Lotus 1-2-3 Release 2.01 or 2.2 reference manual for more information on setup strings.

When using the setup strings on the following pages, note the differences in the following characters:

ℓ = lower case letter "l" **O = upper case letter "O"**
1 = numeric one **Ø = numeric zero**

Make sure these characters are entered as shown to ensure the proper execution of the setup strings.

Note

The setup strings listed on the following pages should be preceded with the printer reset command **\Ø27E** except when printing multiple ranges on the same page. The reset command causes a page to eject for each range.

Portrait Printing

[/] [P]rint [P]rinter [O]ptions [S]etup		[P]age-Length	[M]argins [R]ight
Letter-size paper, 60 lines per page:			
10 cpi	**\027&l0O\027(s0p10H**	60	80
12 cpi	**\027&l0O\027(s0p12H**	60	96
16.67 cpi	**\027&l0O\027(s0p16.67H**	60	134
Letter-size paper, 66 lines per page:			
10 cpi	**\027&l0o7.27C\027(s0p10H**	66	80
12 cpi	**\027&l0o7.27C\027(s0p12H**	66	96
16.67 cpi	**\027&l0o7.27C\027(s0p16.67H**	66	134
Letter-size paper, 80 lines per page:			
10 cpi	**\027&l0o8D\027(s0p10H**	80	80
12 cpi	**\027&l0o8D\027(s0p12H**	80	96
16.67 cpi	**\027&l0o8D\027(s0p16.67H**	80	134
Legal-size paper (using a legal tray), 78 lines per page:			
10 cpi	**\027&l3a0O\027(s0p10H**	78	80
12 cpi	**\027&l3a0O\027(s0p12H**	78	96
16.67 cpi	**\027&l3a0O\027(s0p16.67H**	78	134
Legal-size paper (using a legal tray), 104 lines per page:			
10 cpi	**\027&l3a0o8D\027(s0p10H**	*100	80
12 cpi	**\027&l3a0o8D\027(s0p12H**	*100	96
16.67 cpi	**\027&l3a0o8D\027(s0p16.67H**	*100	134
Legal-size paper (using a legal tray), 150 lines per page:			
16.67 cpi	**\027&l3a0o4.16C\027(s0p16.67H**	*100	134
Legal-size paper (manual feed), 78 lines per page:			
10 cpi	**\027&l3a2h0O\027(s0p10H**	78	80
12 cpi	**\027&l3a2h0O\027(s0p12H**	78	96
16.67 cpi	**\027&l3a2h0O\027(s0p16.67H**	78	134
Legal-size paper (manual feed), 104 lines per page:			
10 cpi	**\027&l3a2h0o8D\027(s0p10H**	*100	80
12 cpi	**\027&l3a2h0o8D\027(s0p12H**	*100	96
16.67 cpi	**\027&l3a2h0o8D\027(s0p16.67H**	*100	134
Legal-size paper (manual feed), 150 lines per page:			
16.67 cpi	**\027&l3a2h0o4.16C\027(s0p16.67H**	*100	134

* *These page length settings valid on unformatted spreadsheets only.*

Landscape Printing

[/] [P]rint [P]rinter [O]ptions [S]etup		[P]age-Length	[M]argins [R]ight
Letter-size paper, 45 lines per page:			
10 cpi	**\027&l1O\027(s0p10H**	45	106
12 cpi	**\027&l1O\027(s0p12H**	45	127
16.67 cpi	**\027&l1O\027(s0p16.67H**	45	177
Letter-size paper, 66 lines per page:			
10 cpi	**\027&l1o5.45C\027(s0p10H**	66	106
12 cpi	**\027&l1o5.45C\027(s0p12H**	66	127
16.67 cpi	**\027&l1o5.45C\027(s0p16.67H**	66	177
Legal-size paper (using a legal tray), 45 lines per page:			
10 cpi	**\027&l3a1O\027(s0p10H**	45	136
12 cpi	**\027&l3a1O\027(s0p12H**	45	163
16.67 cpi	**\027&l3a1O\027(s0p16.67H**	45	227
17.75* cpi	**\027&l3a1O\027&k2s6.75H**	45	240
Legal-size paper (using a legal tray), 66 lines per page:			
10 cpi	**\027&l3a1o5.45C\027(s0p10H**	66	136
12 cpi	**\027&l3a1o5.45C\027(s0p12H**	66	163
16.67 cpi	**\027&l3a1o5.45C\027(s0p16.67H**	66	227
17.75* cpi	**\027&l3a1o5.45C\027&k2s6.75H**	66	240
Legal-size paper (manual feed), 45 lines per page:			
10 cpi	**\027&l3a2h1O\027(s0p10H**	45	136
12 cpi	**\027&l3a2h1O\027(s0p12H**	45	163
16.67 cpi	**\027&l3a2h1O\027(s0p16.67H**	45	227
17.75* cpi	**\027&l3a2h1O\027&k2s6.75H**	45	240
Legal-size paper (manual feed), 66 lines per page:			
10 cpi	**\027&l3a2h1o5.45C\027(s0p10H**	66	136
12 cpi	**\027&l3a2h1o5.45C\027(s0p12H**	66	163
16.67 cpi	**\027&l3a2h1o5.45C\027(s0p16.67H**	66	227
17.75* cpi	**\027&l3a2h1o5.45C\027&k2s6.75H**	66	240

**17.75 pitch is simulated by reducing the amount of space between characters.*

PrintGraph

This section assists you in the setup and use of Lotus PrintGraph as it relates to your LaserJet III, IIID or IIIP printer. Find additional information in your *Lotus 1-2-3 Reference Manual Release 2.01* or *Lotus 1-2-3 Release 2.2 Reference Manual.*

Load Lotus 1-2-3

To access the Lotus 1-2-3 subdirectory, type CD\123 (or the subdirectory where the Lotus 1-2-3 program resides) and press **[Enter]**. At your DOS prompt, type LOTUS and press **[Enter]** to display the 1-2-3 Access System.

Select *PRINTGRAPH*
Press [Enter]

Highlight *PrintGraph*, then press **[Enter]** to run the *PrintGraph* program.

Select *SETTINGS*
Press [Enter]

```
Copyright 1986, 1989 Lotus Development Corp.     V2.2     MENU

Set, save or reset image, hardware, and action settings
Image-Select  SETTINGS  Go  Align  Page  Exit
```

Select *HARDWARE*
Press [Enter]

```
Copyright 1986, 1989 Lotus Development Corp.     V2.2     MENU

Select graph and font directory, interface, and printer name
Image  HARDWARE  Action  Save  Reset  Quit
```

Select *INTERFACE*
Press [Enter]

```
Copyright 1986, 1989 Lotus Development Corp.     V2.2     MENU

Specify printer or plotter interface
Graphs-Dir  Fonts-Dir  INTERFACE  Printer  Size-Paper  Quit
```

Select the number that corresponds to the interface for your computer/printer configuration, then press **[Enter]**.

Select *PRINTER*
Press [Enter]

```
Copyright 1986, 1989 Lotus Development Corp.     V2.2     MENU

Specify name of graphics printer or plotter
Graphs-Dir  Fonts-Dir  Interface  PRINTER  Size-Paper  Quit
```

Highlight a Selection
Press the [Space] Bar
Press [Enter]

```
Copyright 1986, 1989 Lotus Development Corp.     V2.2     MENU

Select graphics printer or plotter

Printer or Plotter name and Resolution

                                    Space marks/unmarks selection
                                    ENTER selects marked device
 LaserJet Low den.                  ESC exits, ignoring changes
 LaserJet+ or LJet II Med           HOME moves to beg. of list
#LaserJet+ or LJet II Hi            END moves to end of list
```

Select *SIZE-PAPER*
Press [Enter]

```
Copyright 1986, 1989 Lotus Development Corp.     V2.2     MENU

Specify length and width of paper
Graphs-Dir  Fonts-Dir  Interface  Printer  SIZE-PAPER  Quit
```

Portrait Letter-size Paper

For Letter-size Paper with Portrait Orientation, set the image size to ***Half***, the length to 11, and the width to 8.5. These are default settings.

[S]ettings **[I]**mage **[S]**ize **[H]**alf **[Q]**uit **[Q]**uit
[H]ardware **[S]**ize-Paper **[L]**ength=11 **[W]**idth=8.5 **[Q]**uit

Landscape Letter-size Paper

For Letter-size Paper with Landscape Orientation,set the image size to ***Full***, the length to 8.5, and the width to 11.

[S]ettings **[I]**mage **[S]**ize **[F]**ull **[Q]**uit **[Q]**uit
[H]ardware **[S]**ize-Paper **[L]**ength=8.5 **[W]**idth=11 **[Q]**uit

Note

Do not set the front panel of the printer to a landscape font (Orientation=L on the front panel). This setting may cause a "21 PRINT OVERRUN" on the printer (this error means information sent to the printer is too complex, and if printing resumes, data loss may occur. Refer to your *LaserJet III, IIID* or *IIIP Printer User's Manual* for information on "Error 21"). If the printer displays "21 PRINT OVERRUN," reset the printer according to the instructions provided in the "Reset Printer to Factory Defaults" on page 1-17.

If you have at least 1 Mbyte of optional memory installed in your printer, alleviate this problem by using the "page protection" feature described in your *LaserJet III, IIID* or *IIIP Printer User's Manual.* However, the front panel setting must still remain at Orientation=P to print your graph correctly.

Legal-size Paper

PrintGraph supports printing on legal-size paper from the legal tray or manually. Set the front panel to "paper=legal". Set "manual feed=on" if you do not have a legal paper tray. Then specify the following settings for printing on legal size paper.

Portrait

For Legal-size Paper with Portrait Orientation, set the image size to ***Half***, the length to 14, and the width to 8.5.

[S]ettings **[I]**mage **[S]**ize **[H]**alf **[Q]**uit **[Q]**uit
[H]ardware **[S]**ize-Paper **[L]**ength=14, **[W]**idth=8.5 **[Q]**uit

Landscape

For Legal-size Paper with Landscape Orientation, set the image size to ***Full***, the length to 8.5, and the width to 14.

[S]ettings **[I]**mage **[S]**ize **[F]**ull **[Q]**uit **[Q]**uit
[H]ardware **[S]**ize-Paper **[L]**ength=8.5, **[W]**idth=14 **[Q]**uit

To utilize the entire legal sheet of paper, use the *Manual* setting. When using *Manual*, the width and length settings become dependent on the "rotation" setting (orientation).

Select *QUIT* (twice)

After you specify the correct Interface, Printer, and Size-Paper selections, select **[Q]uit** twice to return to the *Settings* menu.

Select *ACTION*
Press [Enter]

```
Copyright 1986, 1989 Lotus Development Corp.     V2.2     MENU

Control printer action between printing graphs
Image   Hardware   ACTION   Save   Reset   Quit
```

1. Set *PAUSE* to **No**.
2. Set *EJECT* to **Yes**.
3. Select **Quit.**

Select *SAVE*
Press [Enter]

Confirm that your Interface, Printer Type, Paper Size, and Action Settings are set properly. If they are correct, select **Save** to write a new configuration file for PrintGraph.

```
Copyright 1986, 1989 Lotus Development Corp.     V2.2     MENU

Save new settings in configuration file (PRGRAPH.CNF)
Image   Hardware   Action   SAVE   Reset   Quit
═══════════════════════════════════════════════════════════════
 GRAPHS     IMAGE SETTINGS                  HARDWARE SETTINGS
TO PRINT     Size              Range Colors   Graphs directory
              Top         .395  X Black          A:\
              Left        .750  A Black        Fonts directory
              Width      6.500  B Black          A:\
              Height     4.000  C Black        Interface
              Rotate      .000  D Black          Parallel 1
                                E Black        Printer
             Font               F Black          LaserJet Hi
              1  BLOCK1                        Paper size
              2  BLOCK1                         Width      8.500
                                                Length    11.000
                                        ACTION SETTINGS
                                          Pause  No   Eject  Yes
```

Common Problems

This section provides solutions to some of the problems associated with using Lotus 1-2-3 Release 2.01 and 2.2 and your LaserJet III, IIID or IIIP printer. These and other problems may be avoided if you follow the "Installation," "General Information" and "Common Tasks" sections.

Incorrect Installation

Problem: Lotus 1-2-3 Release 2.01 or 2.2 is not installed properly.

Solution: Check printer defaults to make sure they coincide with the recommended defaults shown on the screen below. Press [/] [W]orksheet [G]lobal [D]efault [S]tatus.

```
A1:                                                    STAT

  Printer:
    Interface..... Parallel 1
    Auto-linefeed. No
    Margins
       Left 0       Top 0
      Right 80  Bottom 0
    Page length... 60
    Wait.......... No
    Setup-string..Leave Setup Blank
    Name.......... HP 2686 LaserJet Series
```

Page Does Not Eject

Problem: The last page of the spreadsheet does not automatically eject.

Cause: Lotus 1-2-3 does not send a form feed command at the end of a print job.

Solution: Embed a *Worksheet Page* command in the bottom left cell of your print range (see "Worksheet Page Command" on page 1-13).

"Creeping Text"

Problem: The first page of your spreadsheet prints properly but following pages have larger and larger top margins (for example, creep down).

Cause: The number of lines of text, including the top margin, bottom margin, and page length, exceeds the printable area.

Solution: 1) There may be extra data in the print buffer. Make sure the **[Form Feed]** indicator light on the printer is off. It it is on, press **[On Line]**, then **[Form Feed]** to eject the page. 2) Page length is not set correctly. Refer to "Select Setup Strings" on page 1-17 for information on entering page length setup strings.

Created Spreadsheets Print Incorrectly

Problem: Spreadsheets that print correctly on non LaserJet printers do not print correctly on your LaserJet III, IIID or IIIP printer. (Refer to "Reformat Created Spreadsheets" on page 1-12 for explanation.)

Solutions: 1) Make sure you are using the HP LaserJet series II driver. If not, press: **[/] [W]**orksheet **[G]**lobal **[D]**efault **[P]**rinter **[N]**ame and select it. 2) Clear the spreadsheet format and reset to the Lotus 1-2-3 defaults you set on page 1-11. Press: **[/] [P]**rint **[P]**rinter **[C]**lear **[A]**ll.

"Printer Error"

Problem: The message "Printer Error" appears when you print your spreadsheets.

Causes: 1) Improper printer/computer configuration. 2) Improper **[W]**orksheet **[G]**lobal **[D]**efault **[P]**rinter **[I]**nterface selection.

Solutions: 1) Make sure a print range is specified for your worksheet: **[/] [P]**rint **[P]**rinter **[R]**ange and specify the range to print. If printing a graph, make sure a graph is specified: **[/] [P]**rint **[P]**rinter **[I]**mage **[C]**urrent or **[N]**amed-Graph. 2) See "Nothing Prints" on the next page. 3) With some computers, interface selection 5 through 8 on page 1-10, works better than selecting options 1 through 4 on page 1-10 (with the LaserJet IIIP, selecting Dos Device LPT1 is a must. Lotus 1-2-3 will time out after approximately four pages if Dos Device LPT1 is not selected). Press **[/] [W]**orksheet **[G]**lobal **[D]**efault **[P]**rinter **[I]**nterface and select **from DOS Devices 5 through 8, then [Q]**uit **[U]**pdate **[Q]**uit to save the selection.

Nothing Prints

Problem: Printer does not print.

Causes: 1) Printer received only a partial page and no form feed command. 2) Improper printer/computer configuration. 3) Improper **[W]**orksheet **[G]**lobal **[D]**efault **[P]**rinter **[I]**nterface selection.

Solutions: 1) If the printer's form feed light is on, press **[On Line]** and press **[Form Feed]** to eject the page. 2) Make sure the correct DOS MODE commands are entered in your *AUTOEXEC.BAT* file (see "Printer Port Configuration" on page 1-5). 3) Make sure the correct DOS Device (5 through 8 on page 1-10) is selected.

All Print Is On One Line

Problem: The spreadsheet prints on a single line. (This looks like a black line at the top of the page.)

Cause: The LaserJet III, IIID or IIIP printer does not automatically advance a line after a carriage return. It must receive both a carriage return and a line feed.

Solution: Press **[/] [W]**orksheet **[G]**lobal **[D]**efault **[P]**rinter **[A]**utoLf and specify **[N]**o. Then press **[Q]**uit **[U]**pdate **[Q]**uit to save the selection.

"MP LOAD" Error (IIIP only)

Problem: The LaserJet IIIP printer displays "MP LOAD 'paper size'" when sending a print job to the printer.

Cause: The job size command sent to the printer does not match the "MP SIZE" on the front panel menu of the printer.

Solution: Change "MP SIZE" on the front panel menu of the printer to match the job size command being sent to the printer.

"LOAD EXEC" Error

Problem: When using a setup string for legal size paper at 8 lines-per-inch, the first print job will be correct. However, the second job will display "PC LOAD EXEC" ("LC LOAD EXEC" for the LaserJet IIIP).

Cause: Printer thinks it needs 10.5 inch paper (executive size) due to the request for 8 lines-per-inch and 84 lines-per-page.

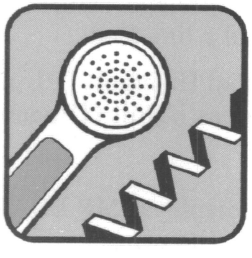
Solution: Use **\027&l3a8D** instead of **\027&l84p8D** as your setup string.

Other Problems

If you have other types of problems, or if these suggestions have not resolved the problem:

1. Refer to your *Lotus 1-2-3 Reference Manual Release 2.01* or *Lotus 1-2-3 Release 2.2 Reference Manual* or call Lotus Technical Support at (900) 454-9009 for assistance (see page 1-3).
2. Print similar spreadsheets. Is the problem isolated to one spreadsheet? If so, check for differences in print settings.
3. Repeat installation procedures starting on 1-5.
4. Call Hewlett-Packard's Personal Peripherals Assist Line (see "Calling For Help" below.)

Calling for Help



Call Hewlett-Packard's Personal Peripherals Assist Line. Our trained technicians will be happy to help you with your printer needs.

Hours (Mon, Tue, Thu, Fri) . . . . . 7 AM to 6 PM MST
Wednesdays . . . . . 7 AM to 4 PM MST
Telephone . . . . . (208) 323-2551

Note

When you call Hewlett-Packard, please call from a phone next to your computer and LaserJet III, IIID or IIIP printer. Assisting you often requires access to your printer and Lotus 1-2-3 Release 2.01 or 2.2. You should also have a current copy of the printer self-test available. This will allow you to identify current printer settings for the support technician.

1a

Allways™ version 1.01

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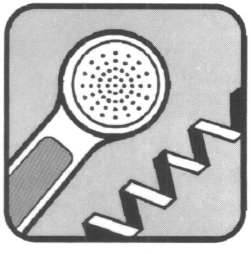
Lotus Development Corporation

This addition to the Lotus 1-2-3 Release 2.01 and 2.2 application note discusses the installation, common tasks and problems associated with using Allways 1.01 with Lotus 1-2-3 Release 2.01 and 2.2.

Note

You can use the Allways spreadsheet publishing add-in only if you have a hard-disk system with at least 1.1 Mbytes of free disk space and 512K of conventional memory.



Customer Support Number . . . . . (900) 454-9009
Hours . . . . . 9:00 am to 6:00 pm, M-F, EST
Charge . . . . . $1 first min., $2 subsequent min.
"Prompt" Member Support . . . . . (800) 223-1662
Hours . . . . . 24 hours, 7 days a week
Charge . . . . . 6 months free
Required Identification . . . . . Member ID number
Other Lotus Phone Numbers
Product Upgrades . . . . . (800) 872-3387
Customer Service . . . . . (800) 343-5414
Information and Warranty . . . . . (800) 345-1043

Supported Fonts

Cartridge Fonts 92286... A, B, C, D, E, F, G, H, IC, J, K, L, M, N, P, PC, Q, R, T, U, V, W, X, Y, Z1, Z1A	**Cartridge Fonts C2053A...** C01, C02, C03, C04, C05, C06, C07, C08
Cartridge Fonts 92290... S1, S2	**Soft Fonts 33412...** —
Cartridge Font C2055A... C01	**Super Fonts 33412/33413...** —

Unsupported Fonts

Cartridge Fonts 92286... W1	**Soft Fonts 33412...** AC, AD, AE, AF, DA, EA, RA, RB, SA, SB, TA, TB, UA, UB
Cartridge Fonts 92290... —	**Super Fonts 33412...** AG, DC
	Type Director... All

Note

Although none of the HP soft fonts are supported, Allways includes the Times family and the Triumvirate family of soft fonts, which are similar to the LaserJet III, IIID or IIIP's internal scalable typefaces, CG Times and Univers.

Installation

This section describes the installation of Allways as it relates to your HP LaserJet III, IIID or IIIP printer. For additional information, refer to your *Lotus 1-2-3 Release 2.2 Setting Up 1-2-3 Tutorial, Quick Start and Sample Applications* manuals or the *Allways Spreadsheet Publisher* manual.

Before installing the printer files in Allways, first install Lotus 1-2-3 and the Allways program file. If these are not installed, please refer to the "Installation" section of the Lotus 1-2-3 application note and Allways manuals.

The Allways Setup Program

To run the Allways setup program (the setup program copies the appropriate printer files to your hard disk), follow the instructions below.

Installation procedures and keystrokes are summarized in the left margin of this document. When instructed to make a selection (for example, select *ADD A PRINTER*), highlight the indicated selection and press **[Enter]**. The following installation steps assume that Lotus 1-2-3 is located in the C:\123 directory and your floppy disk drive is "A." The screens shown below may vary slightly depending on the version of Allways you are using, but the keystrokes and selections are basically the same.

Load Allways Setup Program

1. Insert the *Allways Setup Disk* in drive "A."
2. Type **A:** and press **[Enter]** to change to the "A" drive.
3. Type **AWSETUP** and press **[Enter]**. This starts the Allways Setup Program.

Press [Enter]

Read the instructions on your screen, then press **[Enter]**.

Select *ADD A PRINTER*

```
                    MAIN MENU
                                    ADD A PRINTER lets you
                                    select an additional
  First-Time Setup                  printer(s) to use with
ADD A PRINTER                       Allways.  Select this
  Change Screen Display             Option if you need to
  Exit Setup Program                use more printers than
                                    you selected when you
                                    used the First-Time
                                    Setup option.
```

Press [Enter]

```
                              PRINTER

Enter the name of your Lotus 1-2-3 directory:

  C:\123                                  Press ENTER if c:\123 is
                                          the name of your Lotus
                                          1-2-3 program directory.

                                          If c:\123 is not right,
                                          type a new drive and/or
                                          directory.
```

Note

This application note displays representative Allways screens. Actual LaserJet printer names may appear differently with your version of Allways. If the LaserJet III, IIID or IIIP printer is not listed, select the printer whose attributes most closely parallel your LaserJet III, IIID or IIIP printer (for example, LaserJet series II, IID or IIP). Contact Lotus Development Corp. for an updated drivers disk at (900) 454-9009.

Press [Page Down]

Press **[Page Down]** to display the second list of printers supported by Allways. Highlight the LaserJet model that you have and press **[Enter]**.

Select Your LaserJet Model Press [Enter]

```
                              PRINTER

Select a printer:                         Select a printer from
  Epson MX80/100                          the list on the left by
  Epson RX80/100                          highlighting it and
  Futjitsu DL2400 (DPL24C/DPL24I)         pressing ENTER.  To
  HP DeskJet/DeskJet Plus                 cancel a selected
LASERJET (ORIGINAL MODEL)                 printer, highlight the
  LaserJet Compatible                     printer and press DEL.
LASERJET IID
LASERJET IIP                              If you have more than
LASERJET PLUS                             one printer, you can
LASERJET SERIES II                        return to this list and
LASERJET III                              select another.
LASERJET IIID
LASERJET IIIP
  HP PaintJet
  HP PaintJet (transparency mode)
  IBM Graphics Printer
  IBM Personal Pageprinter
  IBM Proprinter
```

Select *NO* Press [Enter]

```
                              PRINTER

Do you have another printer?              If you have another
                                          printer you want to use
NO                                        with Allways, select
  Yes                                     Yes.  If you are done
                                          selecting printers,
                                          select No.
```

Insert Requested Disk
Press [Enter]

```
Replace the Allways disk in the drive with
Allways Disk ##
and close the drive door.

Press ENTER to continue or ESC to quit
```

The Allways Setup Program copies the appropriate files to the ALLWAYS subdirectory in your 123 directory. If the Setup Program prompts you to insert another disk, do so and press **[Enter]**.

Select *EXIT SETUP PROGRAM*
Press [Enter]

```
                    MAIN MENU
                                        Exit Setup Program
First-Time Setup                        returns you to the
Add a Printer                           operating system
Change Screen Display
EXIT SETUP PROGRAM                      Press ENTER to select
                                        this option.
```

This concludes the installation or adding of a printer. For more information on the Allways Setup Program refer to the *Lotus 1-2-3 Release 2.2 Setting Up 1-2-3, Tutorial, Quick Start and Sample Applications* manual or the *Allways Spreadsheet Publisher* manual.

Attaching and Invoking Allways

Before you start working in Allways you must first attach it and then invoke it. To attach the Allways add-in, first load Lotus 1-2-3 then follow these steps:

1. Press **[/] [W]**orksheet **[G]**lobal **[D]**efault **[O]**ther **[A]**dd-in **[S]**et **[1]** (or any other auto-attach add-in setting).
2. Highlight *ALLWAYS.ADN* and press **[Enter]**.
3. The next screen allows you to assign a function key to invoke Allways. Highlight either *No Key*, *7*, *8*, *9* or *10* and press **[Enter]**.

Note

If you select *No Key*, invoke Allways by pressing **[/] [A]**dd-in **[I]**nvoke and select **Allways**. This immediately takes you into Allways. If you select either **7, 8, 9** or **10** you can invoke Allways by holding the **[ALT]** key and pressing either **[F7]**, **[F8]**, **[F9]** or **[F10]** respectively.

4. Select **[N]**o to automatically invoke this add-in whenever you start Lotus 1-2-3. If you choose **[Y]**es then you automatically go into Allways when first starting Lotus 1-2-3.
5. Select **[Q]**uit **[U]**pdate then **[Q]**uit to save your settings.

General Information

This section provides general guidelines for spreadsheet publishing.

Configuration

Configuration items (for example, printer type, interface, etc.) can be changed from within Allways. To get to the Allways configuration menu, invoke Allways by pressing the function key that you assigned during installation. After you are in Allways, press **[/] [P]**rint **[C]**onfiguration. A setting sheet shows you the current configuration. To change any of these items, follow the steps below.

Printer
[/] [P] [C] [P]

The *Configuration Printer* menu allows you to choose between any of the printers that you installed when you ran the Allways Setup Program. If your LaserJet III, IIID or IIIP printer is not listed, go back through the Allways Setup Program to add the printer (refer to the installation section of this application note). To select a printer press:

[/] [P]rint **[C]**onfiguration **[P]**rinter, highlight the desired printer, press **[Enter]**, then **[Q]**uit. Allways currently has 8 drivers that support the LaserJet printers. They are:

- LaserJet (original model)
- LaserJet Plus
- LaserJet series II
- LaserJet IID
- LaserJet IIP
- LaserJet III
- LaserJet IIID
- LaserJet IIIP

If your LaserJet III, IIID or IIIP printer is not listed in the Allways Setup Program, contact Lotus Development Corporation for an updated drivers disk.

Interface
[/] [P] [C] [I]

The *Configuration Interface* menu allows you to select the printer port that your computer and LaserJet III, IIID or IIIP printer is connected to. To select the proper interface press:

[/] [P]rint **[C]**onfiguration **[I]**nterface, highlight the correct printer port, press **[Enter]**, then **[Q]**uit. The available printer port choices are:

- Parallel 1
- Serial 1
- Parallel 2
- Serial 2
- LPT1:
- LPT2:
- LPT3:
- LPT4:

Cartridge
[/] [P] [C] [C]

The *Configuration Cartridge* menu allows you to select HP supported font cartridges (refer to page 1a-2 for a list of HP supported font cartridges). To select a font cartridge press: **[/] [P]**rint **[C]**onfiguration **[C]**artridge, highlight the desired font cartridge, press **[Enter]** then **[Q]**uit

Orientation
[/] [P] [C] [O]

The *Configuration Orientation* menu allows you to select portrait or landscape printing. To select orientation press: **[/] [P]**rint **[C]**onfiguration **[O]**rientation **[P]**ortrait (for portrait orientation) or **[L]**andscape (for landscape orientation), then **[Q]**uit.

Resolution
[/] [P] [C] [R]

The *Configuration Resolution* menu allows you to print your graphs in various resolutions. To select the desired resolution press:

[/] [P]rint **[C]**onfiguration **[R]**esolution, highlight the desired resolution, press **[Enter]**, then **[Q]**uit. The supported resolutions are:

- 300 by 300
- 100 by 100
- 150 by 150
- 75 by 75

When using the LaserJet III, IIID or IIIP printer drivers, soft fonts are downloaded as temporary and print out at 300 dots-per-inch (dpi) regardless of the resolution you selected above.

Bin
[/] [P] [C] [B]

The *Configuration Bin* menu allows you to specify automatically fed documents or manually fed documents as well as upper or lower tray from the LaserJet IIID or IIIP printer. To select the desired paper source press:

[/] [P]rint **[C]**onfiguration **[B]**in, highlight the desired paper source, press **[Enter]**, then **[Q]**uit. The supported paper sources are:

LaserJet III

- Paper Tray
- Manual Feed

LaserJet IIID or IIIP

- Control Panel Setting
- Upper Paper Tray
- Lower Paper Tray
- Manual Feed

Note

Choosing *Control Panel Setting* allows you to access the paper source (for example, upper tray, lower tray, manual feed) from the front panel of the LaserJet IIID or IIIP printer.

Lotus 1-2-3 International Character Set

Allways prints the same extended characters that Lotus 1-2-3 does (refer to the "General Information" section of the Lotus 1-2-3 Release 2.01 and 2.2 application note).

Embedding Printer Commands

Allways does not support the use of embedded printer commands.

Undo

Lotus 1-2-3 Release 2.2 has an Undo feature which reserves more than half of your computers available conventional memory. When printing a spreadsheet from Allways that uses large soft fonts and/or has complex formatting (rules and shades) you will get an "Out of Memory" error in Allways. To remedy this problem, disable the Lotus 1-2-3 Undo feature. From within Lotus 1-2-3, press: **[/] [W]**orksheet **[G]**lobal **[D]**efault **[O]**ther **[U]**ndo **[D]**isable **[U]**pdate **[Q]**uit.

To enable the Undo feature press: **[/] [W]**orksheet **[G]**lobal **[D]**efault **[O]**ther **[U]**ndo **[E]**nable **[U]**pdate **[Q]**uit.

Common Tasks

This section describes common tasks associated with spreadsheet publishing in Allways.

Fonts

Allways supports using up to eight different fonts in one spreadsheet. You may choose (from the master font list that Allways supports) any combination of eight fonts. This list includes the soft fonts that come with Allways, the internal fonts in your printer and any cartridge fonts that you have.

Scalable Fonts

Allways supports only discrete sizes of the scalable internal fonts. The sizes are 5, 6, 7, 8, 10, 12, 14, 17, 20, 24, and 30.

Note

Only soft fonts that are supplied with Allways are supported. HP soft fonts and other third party soft fonts cannot be used.

Selecting Fonts [/] [F] [F] [U]

To format text with a desired font follow the steps below:

1. Press **[/] [F]**ormat **[F]**ont.
2. Highlight the font you want to use.
3. Press **[U]**se.
4. Highlight the range you want to format and press **[Enter]**.

The highlighted range is now formatted with the font you selected.

A keystroke shortcut for selecting fonts is to hold down the **[Alt]** key and type the font number you want. The fonts are numbered in the **[/] [F]**ormat **[F]**ont menu.

Changing the Font Set [/] [F] [F] [R]

To change the font set to contain the fonts you want, follow the steps below:

1. Press **[/] [F]**ormat **[F]**ont.
2. Highlight a font that you no longer want in your font set.
3. Press **[R]**eplace. This brings up the master font list.
4. Highlight the desired typeface and press **[Enter]**.
5. Highlight the point size you want and press **[Enter]**.
6. Press **[Q]**uit.

For additional information on font sets refer to your Allways or Lotus 1-2-3 reference manuals.

Bold
[/] [F] [B] [S]

Allways does not have a selection in the font list for a bold soft font. However, you can print a soft font with a bold stroke weight by using the *Bold Menu*. To access bold press: **[/] [F]**ormat **[B]**old **[S]**et, highlight the range you want to bold, then press **[Enter]**. A keystroke shortcut to set bold for a cell or range of cells is to highlight the range you want to bold, then simultaneously press **[Alt] [B]**. To clear a bold setting press **[/] [F]**ormat **[B]**old **[C]**lear, highlight the range that you want to clear, then press **[Enter]**.

Duplex Printing (IIID only)

Your HP LaserJet IIID printer has duplex printing available as a front panel menu selection. To access duplex printing follow these steps:

1. Press **[On Line]** to take the printer off line.
2. Press **[Menu]** once. `COPIES=1 *` will appear in the display.
3. Press **[Menu]** repeatedly until `DUPLEX=OFF *` appears in the display (if `DUPLEX=ON` appears, you are already set for duplex printing. Go to step 6).
4. Press **[+]** until `DUPLEX=ON` appears in the display.
5. Press **[Enter/Reset Menu]** to save your selection. An * will appear in the display.
6. Press **[On Line]** to put the printer back on line.

Selecting Paper Trays (IIID or IIIP) [/] [P] [C] [B]

To select the paper trays for the LaserJet IIID or IIIP printer, specify the tray (upper or lower) you want your paper to feed from. Press: **[/] [P]**rint **[C]**onfiguration **[B]**in, highlight the desired paper source, press **[Enter]**, then **[Q]**uit.

Note

When using the LaserJet IIIP, "upper tray" refers to the multi-purpose tray and "lower tray" refers to the optional lower cassette.

Legal Paper [/] [L] [P]

To print legal size paper (8.5" by 14"), press: **[/] [L]**ayout **[P]**age-Size, highlight *Legal* (8.5" by 14"), press **[Enter]**, then **[Q]**uit. To change orientation (portrait or landscape) see "Orientation" on page 1a-7. To change paper source (automatic or manual feed) see "Bin" on page 1a-8.

Custom Page Sizes [/] [L] [P] [C]

To select a "custom" or different page size from standard page sizes, press [/] [L]ayout [P]age-Size and highlight [C]ustom. Enter the desired page length and width, then press **[Enter]**.

Note

This command only works when you customize page sizes *smaller* than 8.5" x 11." When you specify a page size *larger* than 8.5" x 11," the printer does not recognize it and sends a letter command. If you try to print a page larger than 8.5" x 11," the paper will jam as the printer stops printing at 8.5" x 11" and your paper will not pass all the way through the printer.

Line Spacing [/] [W] [R] [S]

You can change the line spacing (for example, add or delete the amount of space between rows) within Allways either manually or automatically. Follow the steps below to adjust line spacing.

Auto Line Spacing [/] [W] [R] [A]

Pressing [/] [W]orksheet [R]ow [A]uto tells Allways to automatically adjust row heights to accommodate the largest font in a row. Any row that has not been formatted with a specific font will be set to accommodate font #1 in the current font set. When choosing a font that is smaller than the default font, Allways defaults to the current format (line spacing) of that row.

Manual Line Spacing [/] [W] [R] [S]

This option allows you to manually specify the row height of a single row or range of rows. Follow the steps below to manually adjust the line spacing.

1. Move your cursor to the row (or first row of the range) you want to adjust.
2. Press the "." (period) to anchor the cell pointer.
3. If you want to adjust a range of rows, use your arrow keys to highlight that range. If you want to adjust a single row, skip this step and continue with step 4.
4. Press [/] [W]orksheet [R]ow [S]et-Height, type the row height in points (72 points per 1 inch), then press **[Enter]**. Maximum row height is 255 points.

Page Breaks [/] [W] [P]

You can use the *Worksheet Page* command to insert a page break at a specified row or column. To use this option follow the steps below:

1. Press [/] [W]orksheet [P]age.
2. Highlight either *Row* or *Column* and press **[Enter]**.

3. Move your cursor to the cell where you want a page break and press **[Enter]**.

Reverse Text [/] [F] [S] [S]

To reverse text so your background is black and text is white, follow these procedures:

1. Shade the area you want reversed with a solid black shade. Press **[/] [F]**ormat **[S]**hade **[S]**olid.
2. Enter the range you want to shade, then press **[Enter]**.
3. Select "white" as the color for text inside the shaded area. Press **[/] [F]**ormat **[C]**olor **[7]**White **[Enter]**, enter the range, then press **[Enter]**.

Note

White text only shows up clearly when you have a black background. It may show with a light or dark shaded background, but is not clear.

Keystroke Shortcuts

The following keystrokes are formatting shortcuts. To format a cell or range of cells using these keystrokes, highlight the cell or range of cells you want to format, hold down **[Alt]** and press the appropriate letter or number.

[ALT][B] . . . . . .Boldface: Set/Clear
[ALT][G] . . . . . .Gridlines: On/Off
[ALT][L] . . . . . Lines: Outline/All/None
[ALT][S] . . . . . Shading: Light/Dark/Solid/None
[ALT][U] . . . . . Underline: Single/Double/None
[ALT][1] . . . . . .Set Font 1
[ALT][2] . . . . . .Set Font 2
[ALT][3] . . . . . .Set Font 3
[ALT][4] . . . . . .Set Font 4
[ALT][5] . . . . . .Set Font 5
[ALT][6] . . . . . .Set Font 6
[ALT][7] . . . . . .Set Font 7
[ALT][8] . . . . . .Set Font 8

Common Problems

This section provides a troubleshooting approach to solving common problems associated with using Allways spreadsheet publishing and a LaserJet printer.

Unexpected Output

Problem: Numerous pages are ejected with a few lines of unreadable characters printed on these pages.

Cause: Incorrect printer driver selected in the configuration menu.

Solution: Press **[/] [P]rint [C]**onfiguration **[P]**rinter and choose the appropriate driver (see "Configuration" on page 1a-6).

"Out of Memory" Error

Problem: When sending a spreadsheet with large soft fonts or complex shading to your LaserJet III, IIID or IIIP printer, Allways may display an "Out of Memory" error message in the lower left corner of your screen.

Causes: You have run out of available memory (RAM) in your computer. Memory can be used up by: 1) Having the "Undo" feature turned on (see page 1a-8), 2) Having too many memory resident programs loaded (for example, Pizzaz, Side Kick, etc.), or 3) having more than one copy of Lotus 1-2-3 loaded.

Solutions: 1) To turn off the "Undo" feature, exit Allways and enter Lotus 1-2-3. In Lotus 1-2-3, press **[/] [W]**orksheet **[G]**lobal **[D]**efault **[O]**ther **[U]**ndo **[D]**isable **[U]**pdate **[Q]**uit to turn off the Undo feature (see "Undo" on page 1a-8). 2) Check your *AUTOEXEC.BAT* and *CONFIG.SYS* files for any memory resident programs that are loaded during startup (for information on *AUTOEXEC.BAT* and *CONFIG.SYS* files check your DOS manual). 3) If you have more than one copy of Lotus 1-2-3 running at once, exit completely out to the DOS level and then reload Lotus 1-2-3. Two copies of Lotus 1-2-3 can run at the same time if you use **[/] [S]**ystem to perform operating system commands and type 123 to get back into Lotus 1-2-3.

"MP LOAD" Error

Problem: Printer displays "MP LOAD 'paper size'" when sending a print job to the printer.

Causes: The job size command sent to the printer does not match "MP SIZE" on the front panel menu of the printer.

Solutions: Change "MP SIZE" on the front panel menu of the printer to match the job size command being sent to the printer.

"20 ERROR"

Problem: The message "20 ERROR" displays on the front panel of the printer and only part of your spreadsheet will print.

Cause: You have run out of available memory in your printer. This may happen when you try to print a spreadsheet that downloads too many soft fonts or contains high resolution rules such as shades and/or graphs.

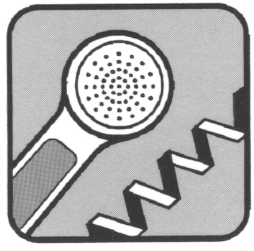
Solutions: 1) Make your spreadsheet less complex by: a) taking out some of the rules and shades, or b) lowering the printer resolution (see "Resolution" on page 1a-7). 2) Purchase additional memory for your LaserJet printer.

Other Problems

If you are having other types of problems, or if the suggestions provided in this section have not resolved the problem:

1. Refer to your Lotus 1-2-3 or Allways reference manuals or call Lotus Technical Support at (900) 454-9009 for assistance (see page 1a-2).
2. Print similar spreadsheets. Is the problem isolated to one spreadsheet? If so, check for differences in print settings.
3. Repeat installation procedures starting on page 1a-3.
4. Call Hewlett-Packard's Personal Peripherals Assist Line (see "Calling For Help" on the next page).

Calling for Help



Call Hewlett-Packard's Personal Peripherals Assist Line. Our trained technicians will be happy to help you with your printer needs.

Hours (Mon, Tue, Thu, Fri) . . . . . 7 AM to 6 PM MST
Wednesdays . . . . . 7 AM to 4 PM MST
Telephone . . . . . (208) 323-2551

Note

When you call Hewlett-Packard, please call from a phone next to your computer and LaserJet III, IIID or IIIP printer. Assisting you often requires access to your printer and Allways 1.01. You should also have a current copy of the printer self-test available. This will allow you to identify current printer settings for the support technician.

2

Microsoft® Word version 5.0

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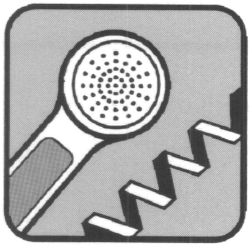
Microsoft Corporation



Customer Support Number . . . . . (206) 454-2030
Hours . . . . . 6:00am to 6:00pm PST
Charge . . . . . .None
Required Identification . . . . . .None

Product Upgrade Policies and Procedures - *SUPPLEMENTAL PRINTER DISKETTES* can be requested by calling Microsoft's Customer Service Number or by calling a local dealer. The disks will be free if obtained from a Microsoft dealer or will be $15.00 if ordered directly from Microsoft Corporation.

Customer Service Number . . . . . (206) 882-8088

Supported Fonts

Cartridge Fonts 92286... A, B, C, D, E, F, G, H, IC, J, K, L, M, N, O, P, PC, Q, R, T, U, V, W, X, Y, Z, Z1A **Cartridge Fonts 92290...** S1, S2 **Cartridge Fonts C2053A...** #C01, #C02, #C03, #C04, #C05, #C06, #C07, #C08 **Cartridge Fonts C2055A...** #C01 **Cartridge Fonts 2050B...** #C80, #C90	**Cartridge Fonts 2050C...** #C80, #C90 **Soft Fonts 33412...** AC, AD, AE, AF, DA, EA, RA, RB, SA,SB, TA,TB, UA, UB **Super Fonts 33412...** AG, DC[1] **Type Director...** All Typeface Products

Unsupported Fonts

Cartridge Fonts 92286... — **Cartridge Fonts 92290...** — **Cartridge Fonts C2053A...** — **Cartridge Fonts C2055A...** —	**Soft Fonts 33412...** — **Super Fonts 33412...** —

Note

Advanced users can use Microsoft Word's *MAKEPRD* program to edit or create printer description files for unsupported fonts. Microsoft's *MERGEPRD* program can be used to combine printer description files. Refer to Microsoft Word's documentation or call Microsoft Customer Support if you need assistance.

1 The DC soft font may only be accessed in Microsoft Word 5.0 if installed by Hewlett Packard's Type Director program.

Installation

Using MS Word 5.0 with your LaserJet IIIP printer requires that you install the appropriate Printer Descriptions (PRDs). Microsoft provides LaserJet printer PRDs which support the following:

- Internal and Cartridge Fonts
- Hewlett-Packard Soft Fonts
- Internal Scalable Typefaces
- Hewlett-Packard Downloadable Scalable Soft Fonts and Scalable Cartridge Fonts

The paragraphs which follow outline the installation of MS Word's internal font, cartridge font, and soft font PRDs. If you have not installed MS Word, you must do so before proceeding — see the *Using Microsoft Word* manual.

What is Required

Diskettes: *PRINTER DISK 1, PRINTER DISK 2, and UTILITIES/PRINTERS* disk along with the *Additional HP LaserJet Support disks*

Manuals: *Using Microsoft Word and Microsoft Word Printer Information*

The steps below will install all of the LaserJet printer PRD files located on each disk. If you are familiar with MS Word and DOS you may want to install only those PRDs that are required for your particular LaserJet printer configuration.

Internal, Cartridge, and Soft Font PRD Installation

To install MS Word's internal, font cartridge, and soft font printer description files:

1. Insert *PRINTER DISK 1* in drive A.

2. At your DOS prompt, type:

COPY A:HPDWN*.* C:\WORD5 and press **[Enter]**.[2]

3. Insert the *UTILITIES/PRINTERS* disk in drive A.

4. At your DOS prompt, type:

COPY A:HP*.* C:\WORD5 and press **[Enter]**.[2]

5. Insert *PRINTER DISK 2* in drive A.

2 If you wish to install the soft font PRD and DAT files in a subdirectory other than C:\WORD5, specify that subdirectory.

6. At your DOS prompt, type:

COPY A:HP*.* C:\WORD5 and press **[Enter]** [2].

7. Insert *SUPPLEMENTAL PRINTER DISK* in drive A.

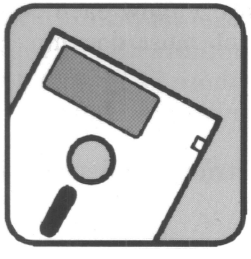
8. At your DOS prompt, type:

COPY A:HP*.* C:\WORD5 and press **[Enter]**[2].

Note

Microsoft Word 5.0 does not need to use the Autofont Support disks included with your new HP fonts. Instead, Microsoft has created a printer driver (.PRD file) for each HP font product (bitmapped cartridges and soft fonts, scalable cartridges and soft fonts). The supplemental printer disks that contain these drivers are available from your local software dealer. You can also order the supplemental printer disks by calling Microsoft Customer Services at (206) 882-8088 or Hewlett-Packard Driver Distribution at (303) 353-7650.

Soft Font Installation



Microsoft Word's printer descriptions for HP soft fonts automatically download soft fonts. If you plan to use soft fonts with MS Word follow the steps below to install your soft fonts.

1. Insert HP soft font disk #1 in drive A.

2. At your DOS prompt, type:

COPY A:*.* C:\WORD5 and press **[Enter]**.[2]

3. Repeat steps 1 and 2 for each HP soft font disk.

You can use one of Hewlett-Packard's utilities (e.g., FontLoad, Type Director) to download your soft fonts. Type Director may be used to download your scalable soft fonts directly to the printer. You can then instruct Microsoft Word 5.0 to skip the downloading procedure when you print your documents.

Note

If you plan to use Hewlett-Packard's soft fonts and want to use another subdirectory to manage your fonts more effectively than **C:\Word5**, you must insert a path command in your autoexec.bat file. This path statement (for example, **path c:\fonts**) must specify where your fonts are located to allow Microsoft Word to find your font files.

2 If you wish to install the soft font PRD and DAT files in a subdirectory other than C:\WORD5, specify that subdirectory.

General Information

The information which follows is applicable to most of the documents you are likely to print using Microsoft Word 5.0 with your LaserJet III/IIID/IIIP printer. Read this information carefully as it will help you avoid many of the common problems discussed later in this application note.

Note

For printer feature support (fonts, Page sizes, orientation, etc.) do not use the printer's front panel. Microsoft Word will override any front panel setting.
EXCEPTION: When using the LaserJet IIIP MP Tray change "MP SIZE" on the front panel menu to match the Page size command being sent from the software.

Four Steps For LaserJet Printing

There are four basic steps to follow when printing Microsoft Word documents on an HP LaserJet III/IIID/IIIP printer:

- Identify the Correct Printer Description
- Plan Your Fonts
- Create the Document
- Specify the Correct Print Options

These steps are briefly explained below. Follow each step carefully and you will be able to print most documents quickly and easily.

Step 1 The first step requires that you identify the appropriate Printer Description (PRD). Refer to *Identifying The Correct Printer Description* section of this note to identify the correct PRD for any internal fonts, cartridge fonts, or soft fonts you plan to use in your document.

Step 2 After you identify the correct PRD, you must plan which fonts you will use in your document. In doing so, make sure the PRD you selected supports all of the fonts you plan to use. The *Identifying Supported Fonts* section of this note tells you how to determine which fonts are supported by a particular PRD.

Step 3 As you create your document you will most likely change fonts, format paragraphs, etc. The *Common Tasks* section of this note will assist you with these tasks.

Step 4 Prior to printing your document, verify that you have the correct print options specified. Refer to the section *Specifying The Correct Print Options* of this note for the correct options.

Identifying The PRD (Printer Description)

Use the tables below to identify the correct printer description. (Printer descriptions are contained in special files with a .PRD filename extension. They are referred to in this text as the "PRD".) For cartridge fonts, compare part number on the cartridge with the part number in the table below.

Example

For a LaserJet III/IIID/IIIP printer, use the *HP3* printer description. The fonts supported by this PRD most closely match the internal fonts offered by this printer.

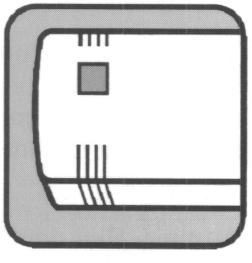
Note

A PRD selected for the portrait orientation will also work for landscape orientation, since the LaserJet III/IIID/IIIP printers can automatically rotate fonts to the desired orientation.

PRDs for Internal Fonts

Model	Portrait/Landscape PRD's
LaserJet III	HP3
LaserJet IIID	HP3
LaserJet IIIP	HP3

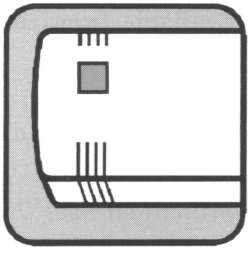
PRDs for Cartridge Fonts



HP Cartridge Part Number	Portrait/Landscape PRD's
C2050B#C80	HP3FONTS*
C2050B#C90	HP3FONTS*
C2050C#C80	HP3FONTS*
C2050C#C90	HP3FONTS*
C2053A#C01	HP
C2053A#C01	HPWP*
C2053A#C02	HPLASMS*
C2053A#C03	HPWSHEET*
C2053A#C04	HPRESENT*
C2053A#C05	HPFORMS*
C2053A#C06	HPBAR*
C2053A#C07	HPEQUATE*
C2053A#C08	HPGLOBAL*
C2055A#C01	HPGSTART*

*This PRD is contained on Microsoft's SUPPLEMENTAL PRINTER DISKS. Call Microsoft to order these disks.

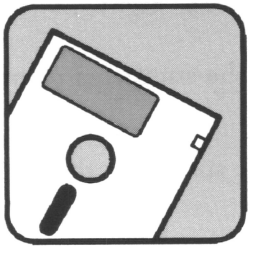
PRDs for Cartridge Fonts



Cartridge Part Number	PRD Portrait/Landscape
92286A	HPLASER1
92286B	HPLASPS
or	HPLASER1
92286C	HPLASER1
92286D	HPLASER1
92286E	HPLASER1
92286F	HPLASRMN
or	HPLASER2
92286G	HPLASER1
92286H	HPLASER1
92286IC	HPINTL*
92286J	HPLASER1
or	HPLASER3
92286K	HPLASER2
92286L	HPLASER1
92286M	HPLASER1
92286N	HPLASER1
92286P	HPLASER2
92286PC	HPPRO
or	HPPROL*
92286Q	HPLASER1
92286R	HPLASER2
or	HPLASER3
92286T	HPLASTAX
92286U	HPLASER2
92286V	HPLASLAN
92286W	HPLASER1
92286X	HPLASER1
92286Y	HPLASER
92286Z	HPLASMS
or	HPLASMSA*
or	HPLASER3
92286Z1A	HPLASMS2
92290S1	HPLAS2S1
92290S2	HPLAS2S2

*This PRD is contained on Microsoft's SUPPLEMENTAL PRINTER DISKS. Call Microsoft to order these disks.

PRDs for Soft Fonts



Soft Font Part Number	PRD Portrait/Landscape
33412AC	HPDWNACP
33412AD	HPDWNADP
33412AE	HPDWNSFP*
33412AF	HPDWNR8P*
33412AG	HPDWNHHP*
33412DA	HPDWNLGP*
33412EA	HPDWNPRP*
33412RA	HPDWNGAP*
33412SA	HPDWNCNP*
33412TA	HPDWNZHP*
33412UA	HPDWNHLP*

*This PRD is contained on Microsoft's SUPPLEMENTAL PRINTER DISKS. Call Microsoft to order these disks.

Identifying Supported Fonts

This section explains how to determine which fonts are supported by Microsoft's printer descriptions.

Information about supported fonts is available from two sources:

- The *Microsoft Word Printer Information* Manual
- The *Microsoft Word Format Character* Command Area

Your *Microsoft Word Printer Information* manual lists the internal, cartridge, and HP soft fonts supported by each PRD. If you received additional printer diskettes, refer to the documentation included with each disk.

You can also use the MS Word's *Format Character* command area to determine which font names and sizes are supported.

1. Press **[Esc]** **[P]**rint **[O]**ptions followed by **[F1]**, highlight the desired printer description (PRD), and press **[Tab]**. Highlight the *Model* field, press **[F1]** and select the **LaserJet III** or **LaserJet IIID** option. Press **[Enter]** and then press **[Esc]** to exit the Print command area.

Note

The additional HP LaserJet Support diskette contains the LaserJet III/IIID PRD's. Selecting LJIII will allow you to access the internal scalable fonts and print model effects (shaded character, reverse).

2. Press **[Esc]** **[F]**ormat **[C]**haracter.
3. Highlight the *Font Name* field.
4. Press **[F1]** to see which fonts are supported by the PRD selected in step 1.
5. To see what point sizes are supported, highlight the *Font Size* field.
6. Press **[F1]**. MS Word will display the supported point sizes for the font selected in step 4.

Specifying The Correct Print Options

Proper printing is dependent upon your specifying the correct print options.

To access MS Word's Print Options menu, press **[Esc]** **[P]**rint **[O]**ptions. A screen similar to the following will appear.

PRINT OPTIONS printer: HP3	setup: LPT1:
model: LaserJet III	graphics resolution: 150 dpi
copies: 1	draft: Yes(No)
hidden text: Yes(No)	summary sheet: Yes(No)
range:(All)Selection Pages	page numbers:
widow/orphan control:(Yes)No	queued: Yes(No)
paper feed: Continuous	duplex: Yes(No)

A brief discussion and the correct selections for some of these options follows. Refer to the Microsoft Word Reference manual for a detailed explanation of each option.

Printer Specifies the name of the printer description (PRD) file. Press **[F1]** to display a list of available printer names. Select the correct PRD for your LaserJet printer—see *Identifying The Correct Printer Description* earlier in this section or refer to the *Microsoft Word Printer Information* manual.

Setup Designates which port the printer is attached to. If the proper DOS MODE commands have been entered into your AUTOEXEC.BAT file, selection LPT1: will work regardless of which port the printer is connected to.

Model Designates the model of LaserJet printer being used with Microsoft Word 5.0. If the LaserJet model you have is not listed, choose a LaserJet model (i.e., Series II or a LaserJet III) with similar features.

Manual Feed MS Word supports the following paper feed options:

LaserJet III:

- Continuous — letter tray on the LaserJet printers
- Manual — allows manual feed of paper through the manual feed slot on the LaserJet III printer.

LaserJet IIID:

- Continuous — letter tray on the LaserJet IIID
- Bin 1— upper tray on the LaserJetIIID
- Bin 2 — lower tray on the LaserJet IIID
- Envelope — used when printing envelopes with tray or envelope feeder.
- Mixed — selects upper tray on the IIID for the first printed page and the lower tray for following pages.
- Manual — allows manual feed of paper through the manual feed slot on the LaserJet IIID printer

LaserJet IIIP:

- Continuous — Multi-Purpose paper tray on the LaserJet IIIP printer or the optional Lower Cassette, if installed.
- Bin 1 — Multi-Purpose paper tray on the LaserJet IIIP printer.
- Bin 2 — optional Lower Cassette on the LaserJet IIIP printer, if installed.
- Mixed — prints the first page (e.g., letterhead) from the Multi-Purpose paper tray; following pages from the optional Lower Cassette, if installed.
- Manual — allows manual feed of the paper through the Multi-Purpose tray.
- Envelope — used with envelope macro.

Paper Trays

If you have an optional Lower Cassette installed, the printer will default to *TRAYS=LC ONLY* *. The menu setting, *LC ONLY* * can only be overridden by a manual feed command. To use the MP tray and the optional Lower Cassette together, you will need to change the *TRAYS* item in the Printer Menu to one of the other settings. *TRAY=LC TRAY* * is usually best, but *TRAYS MP=TRAY* * and *TRAYS=BOTH* * also work.

If you are printing using the MP tray and send a printer command to select a Page size different from that on the front panel, the message MP LOAD <size> will appear in the display. You must either change the MP SIZE item in the printer menu or hold down the **[Alt]** key and click the **[Continue]** key.

Common Tasks

This section will assist you with many of the tasks you are likely to use with your LaserJet printer.

Note

For printer feature support (fonts, Page sizes, orientation, etc.) do not use the printer front panel selection. Microsoft Word will override any front panel setting.
EXCEPTION: When using the LaserJet IIIP MP Tray change "MP SIZE" on the front panel menu to match the Page size command being sent from the software.

Selecting Fonts

To select a font, you must know whether MS Word supports it and which PRD is used to access the font. This information can be found in the *General Information* section of this note and in the *Microsoft Printer Information* manual.

Note

Fonts made by Type Director for MS Word have letter codes added to the end of the font name that identify symbol set and font class. For example, CG_Times_US identifies the ASCII symbol set for a standard bitmap font. Compressed bitmaps are identified with _c and scalable fonts are identified with an _s. See Appendix A of the *Type Director User's Guide* for more symbol set information.

Once you determine that the font is supported and which PRD to use, follow these steps:

1. If you have not already done so, go to MS Word's **[P]***rint* **[O]***ptions* command area and specify the appropriate printer PRD. If the necessary PRD is not listed, install it according to the Installation section of this note.
2. Highlight the text you want to format by selecting **[F6]** and using the corresponding arrow keys. For other highlighting options, refer to your *Using Microsoft Word* manual for the keystroke sequences.
3. Press **[Esc]** **[F]**ormat **[C]**haracter. This command area allows you to choose the desired font attributes.

```
FORMAT CHARACTER
bold: Yes (No)                italic: Yes (No)          underline:Yes (No)
strikethrough: Yes (No)       uppercase:Yes (No       small caps:Yes (No)
double underline:Yes (No)     position:(Norm)       Superscript Subscript
font name: Courier            font size: 12             font color:Black
hidden:Yes(No)
```

Bold, Italics and Underlining

Bold, italics, underlining, and double underlining are selected by tabbing to the appropriate field and choosing **[Y]**es.

Typeface Typefaces (e.g., Courier, TmsRmn, Letter Gothic) are selected by tabbing to *font name* and entering the desired font. Pressing **[F1]** will display a listing of fonts supported by the PRD selected in step 1.

Point Size A font's point size (10, 12, 24, etc.) is selected by tabbing to font size and entering the desired point size. Press **[F1]** to see a list of supported point sizes for the specified font name.

4. Press **[Enter]** to apply the selected format options.
5. If you selected a font with a point size greater than 12, you may need to change the line spacing in MS Word's *Format Paragraph* command area. To modify the *line spacing*, press **[Esc]** **[F]**ormat **[P]**aragraph, tab to the *line spacing* field and enter one of the following:

1 . . . . . Single line spacing, 12 point fonts
1.5 . . . . One and One-Half line spacing, 18 point fonts
2 . . . . . Double line spacing, 24 point fonts
2.5 . . . . Two and One-Half line spacing, 30 point fonts
3 . . . . . Triple line spacing, 36 point fonts

You may find it easier to specify "Auto" line spacing by highlighting the line spacing field and pressing **[F1]**. This will automatically adjust line spacing to accommodate the largest font size within each line.

Note

When using fonts that are larger than the default you will need to set line spacing to "auto". To do this press: **[Esc]** **[F]**ormat **[P]**aragraph, highlight the "line spacing" field, press **[F1]**, highlight "Auto", and press **[ENTER]**.

Reverse Printing

The following section will guide you through printing reverse text using Microsoft Word's Border feature.

1. Highlight the text you want to format by pressing **[F6]** and using the corresponding arrow keys.
2. Press **[Esc]** **[F]**ormat **[C]**haracter followed by **[Tab]** to highlight *font color*.
3. Press **[F1]**, highlight **white**, and press **[Enter]**.
4. Press **[Esc]** **[F]**ormat **[B]**order and press the space bar to highlight **box**.
5. Press **[Tab]** to highlight *background shading*. Press **[F1]** and highlight **100** (solid).

6. Press **[Tab]** to highlight *shading color*. Press **[F1]**, highlight **Black**, and press **[Enter]**.

Pattern and Shaded Text

The following section will guide you through printing text in various patterns and shades.

1. Highlight the text you want to format by pressing **[F6]** and using the corresponding arrow keys.
2. Press **[Esc]** **[F]**ormat **[C]**haracter.
3. Press **[Tab]** to highlight *font color*.
4. Type the name of the color corresponding to the pattern or shading desired and press **[Enter]**. Below is a list of colors and the shades/patterns they correspond to.

Black	100% shade
Red	Diagonal Pattern (slanted left)
Green	Diagonal Grid Pattern
Blue	Diagonal Pattern (slanted right)
Violet (Dark)	80% shade
Magenta (Medium)	50% shade
Yellow (Light)	20% shade
White	0% shade

Note

The color choices: red, green, blue, violet, magenta, and yellow may not show up in the list if you press **[F1]**. However, if you type the color name you will get the corresponding pattern/shade in the above list.

Setting Page Length

Press **[Esc]** **[F]**ormat **[D]**ivision **[M]**argins. This command area allows you to choose the desired margins and page length.

```
FORMAT DIVISION MARGINS
  top: 1"                          bottom: 1"
  left: 1.25"                      right: 1.25"
  page length: 11"                 width: 8.5"    gutter margin: 0"
  running-head position from       top: 0.5"      from bottom: 0.5"
  mirror margins:Yes(No)                    use as default: Yes(No)
```

When you set the page length in MS Word's *Format Division Margins* menu make sure you enter the correct value. Valid page lengths are:

Portrait:

Letter Paper	11 inches
Legal Paper	14 inches

Landscape:

Letter Paper	8.5 inches
Legal Paper	8.5 inches

If you specify an invalid page length your LaserJet III/IIID/IIIP printer may request the improper size of paper.

Landscape

This section will guide you through printing landscape with the LaserJet III/IIID/IIIP printer on letter size paper.

1. Press **[Shift F10]** to select your entire document.
2. Press **[Esc]** **[F]**ormat **[D]**ivision **[M]**argins and specify the following:

Top Margin	0.50" or greater
Bottom Margin	0.50" or greater
Page Length	8.5"
Page Width	11.0"

3. Press **[Enter]**.
4. Press **[Esc]** **[P]**rint **[O]**ptions and select a PRD that supports the desired fonts. Highlight the *Model* field, press **[F1]**, and select the **LaserJet III** or **IIID.**
5. Press **[Esc]** to exit the *Print* command area.
6. To print the document, highlight *Printer* and press **[Enter]**.

Duplex

This section will guide you through printing duplex on the IIID printers.

1. Press **[Esc]**[**P**]rint **[O]**ptions and select a PRD that supports the desired fonts.
2. Highlight the *Model* field, press **[F1]**, and select **LaserJet IIID**.
3. Highlight the *Duplex* field and select Yes.

   Press**[Esc]** to exit the *Print* command area.
4. To print the document, highlight *Printer* and press **[Enter]**.

Legal Paper

The following sections will guide you through printing on legal size paper in the portrait and landscape orientations.

1. Press **[Shift F10]** to select your entire document.
2. Press **[Esc]** **[F]**ormat **[D]**ivision **[M]**argins, specify the following and continue with steps 3 through 7:

Portrait Settings:

Top Margin	0.50" or greater
Bottom Margin	0.50" or greater
Page Length	14.0"
Page Width	8.5"

Landscape Settings:

Top Margin	0.50" or greater
Bottom Margin	0.50" or greater
Page Length	8.5"
Page Width	14.0"

3. Press **[Enter]** to exit the *Margins* menu.
4. Press **[Esc]** **[P]**rint **[O]**ptions and select a PRD that supports the fonts you plan to use in your document. (See pages 2-3 through 2-6.)
5. Press **[Tab]** to highlight the *Model* field. Press **[F1]** and select the **LaserJet III/IIID/IIIP**.
6. Press **[Tab]** to highlight the *Paper Feed* option. Press **[F1]** and select one of the following:

Manual Feed . . . . . select *Manual*

If using Manual Feed on IIIP, you need to press **[ON LINE]** key to resume printing.

MP Tray or optional Lower Cassette w/Legal Tray . . . . . select *Continuous*

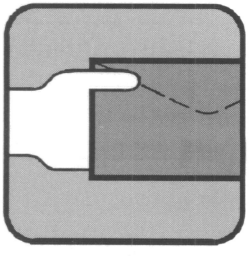
(If you are using the MP Tray on the LaserJet IIIP, you must change the "MP SIZE" setting on the front panel of the printer to read "MP TRAY=LEGAL".)

7. Press **[Enter]** and print the document.

Printing Envelopes

Microsoft Word is able to print business and letter-size envelopes using the optional envelope tray or the manual feed slot on the LaserJet III printer or the envelope feeder on the IIID, and the envelope tray in the optional Lower Cassette on the LaserJet IIIP printer. This section will assist you in manually feeding envelopes, using the envelope tray or using the envelope feeder on the IIID printer. Use the face-up output tray when printing envelopes.

Manual Feed



1. Type the desired address.
2. Press **[Shift F10]** to highlight the entire document.
3. Press **[Esc]** **[F]**ormat **[D]**ivision **[M]**argins and specify the following:

Top Margin (III and IIID)	4.25"
Top Margin (IIIP)	2.25"
Bottom Margin	0.50"
Left Margin	5.65"
Right Margin	0.50"
Page Length	8.5"
Page Width	11.0"

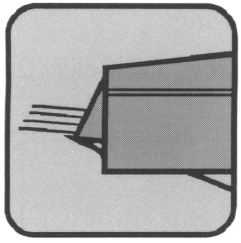
4. Press **[Enter]**.
5. Press **[Esc]** **[P]**rint **[O]**ptions, press **[F1]**, and select the desired PRD.
6. **[Tab]** to reach the *Paper Feed* option, press **[F1]**, and select the **Manual** option.
7. Press **[Enter]** and print the envelope.
   (If you are using IIIP, you must click **[ONLINE]** key to print envelope)

Note

The message displayed by the front panel or the printer will be PF FEED LETTER (MF FEED LETTER on the IIIP printer) instead of PE FEED ENVELOPE. The Microsoft Word driver does not directly support manually feeding envelopes and requires the envelopes to be created in a letter size format.

Envelope Tray (III, IIID and IIIP) Envelope Feeder (IIID only)

1. Type the desired address.
2. Press **[Shift F10]** to highlight the entire document.
3. Press **[Esc]** **[F]**ormat **[D]**ivision **[M]**argins and specify the following:



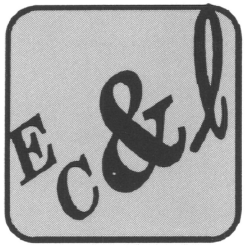
Top Margin . . . . . 2.25"
Bottom Margin . . . . . 0.50"
Left Margin . . . . . 3.50"
Right Margin . . . . . 0.50"
Page Length . . . . . .4.0"
Page Width . . . . . .9.5"

4. Press **[Enter]**.
5. Press **[Esc]** **[P]**rint **[O]**ptions, press **[F1]**, and select the desired PRD.
6. Press **[Tab]** to highlight the *Model* field, press **[F1]**, select the **LaserJet IID/IIP** (IIID/IIIP if available).
7. Press **[Tab]** to reach the *Paper Feed* option, press **[F1]**, and select the **Envelope** option.
8. Press **[Enter]** and print the envelope.

Note

The LaserJet III option in Microsoft Word 5.0 does not have an envelope option under the paper feed selection. As such, the LaserJet IID (IIID if available) option must be selected.

Printing Special Characters



Special characters can be printed if your LaserJet internal, cartridge, or soft font supports the character and if Microsoft Word's PRD fully supports that font.

Refer to your LaserJet printer manual to determine whether your printer's internal fonts support a particular character or symbol. If you have an optional cartridge font or soft font, refer to the documentation that accompanied the font.

To determine the decimal value to be used to print your character, the *macro.gly* file must be installed into Microsoft Word.

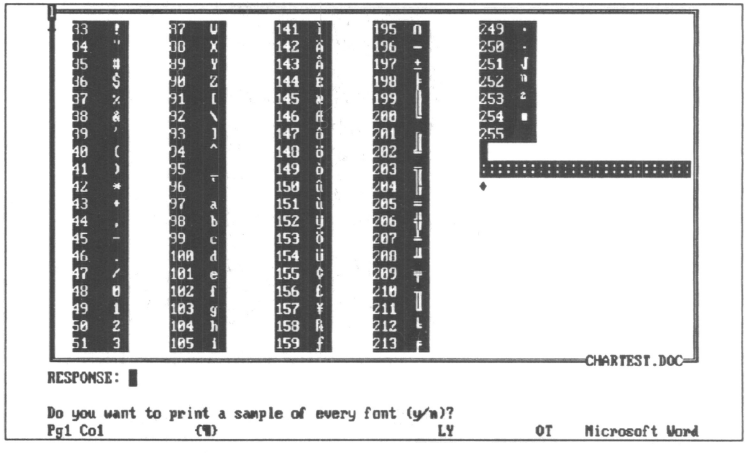
Installing Macros

1. Press **[Esc]** **[T]**ransfer **[G]**lossary **[M]**erge **[F1]**. The *macro.gly* file should appear on your screen. Highlight *macro.gly* and press **[Enter]**. If this file is not listed on your screen, insert Word's *UTILITIES 2* Disk in drive A, enter **A:macro.gly** and press **[Enter]**.
2. Press **[Esc]** **[T]**ransfer **[G]**lossary **[S]**ave, enter **c:\word5\macro.gly**, and press **[Enter]**.

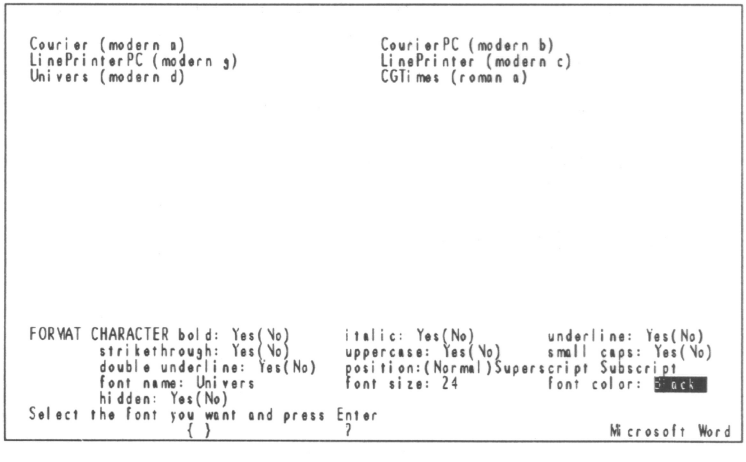
This macro installation procedure does not need to be repeated in the future unless you have trouble accessing the character macro.

Once the macro is installed, do the following:

1. Press **[Esc]** **[I]**nsert followed by the key **[F1]**. Select the macro, **character_test.mac**, and press **[Enter]**.



2. When prompted by Microsoft Word, select **[N]** unless you want a printout of every font character available under the current printer description.



3. Next, select the font desired at the current time to obtain the ASCII character decimal equivalents. Once the printout is finished, examine these documents for the decimal value of the character desired.
4. Select **[N]** to prevent printing another character decimal equivalent sheet, unless you need decimal

equivalents for another font. If you need a second printout, specify **[Y]** and select the next desired font.

5. To obtain the character, hold down the **[Alt]** key and enter the decimal value on the numeric key pad.

Formatting And Printing Labels

The steps and table which follow provide instructions and format settings for adhesive labels available from Hewlett Packard, (800) 538-8787, or Avery Corporation, (800) 535-3232, ext. 30.

1. Press **[Esc]** **[P]**rint **[O]**ptions and select a PRD that supports the desired fonts. **[Tab]** to the *Paper Feed* option, press **[F1]**, and select **Manual**.
2. Format your labels document according to the settings provided in the following table. If you choose to adjust these settings, make sure your top and bottom margins combined do not exceed one inch and that you use only one format line.

Label Supplier	**Hewlett Packard**	**Avery**	**Avery**
Part Number	**92296A**	**5161**	**5162**
Label Dimensions	**(2-5/8" x1")**	**(4"x1")**	**(4"x1-1/2")**
Margins **[Esc]** **[F]**ormat **[D]**ivision **[M]**argins			
Top Margin	.60"	.60"	.25"
Bottom Margin	.25"	.25"	0"
Left Margin	.25"	.15"	.25"
Right Margin	0"	0"	0"
Layout **[Esc]** **[F]**ormat **[D]**ivision **[L]**ayout			
Number of Columns	3	2	2
Space Between Columns	.40"	.40"	.50"

3. Press **[Esc]** **[P]**rint **[P]**rinter to print.
4. For the LaserJet IIIP you must install the face up tray.
5. When prompted by the LaserJet III or IIID, load the labels a single sheet at a time into the manual feed slot and lower the face up output tray.
6. When prompted by the LaserJet IIIP, load the labels, face down in the MP Tray, set the output selection to face-up output then click the **[ON-LINE]** key.

4 Line Label Addresses

For 4 line addresses, use the (2-5/8"x1") labels or the (4"x1") labels. Separate each address with 2 blank lines.

6 Line Label Addresses

For 6 line addresses, use the (4"x1-1/2") labels. Separate each address with 3 blank lines.

Drawing Lines And Boxes

Line and box drawing in Microsoft Word 5.0 is accessed by pressing **[Control F5]** and using the cursor keys to draw. These characters are resident in the LaserJet III/IIID/IIIP printer's PC-8 symbol set. Microsoft Word's line and box drawing feature will work with the PC-8 symbol set if you use the HP3.PRD and select the font name **CourierPC**.

Embedding Printer Commands

For features not supported by MS Word's PRDs, printer commands can be embedded in documents. The steps are as follows:

1. To enter the escape control character in Word 5.0, hold down the **[Alt]** key and use your computer's numeric keypad to enter 027. If you make this entry correctly, an ← will appear on your screen when you release the **[Alt]** key.

2. Immediately following the ← symbol, enter the remainder of the printer command in its ASCII form. There should be no spaces in the command!

Example

To embed the printer command "Esc (1U" for the legal symbol set, hold down the **[Alt]** key and enter 027 on your computer's numeric keypad. Release the **[Alt]** key and enter the remaining ASCII characters, **(1U** . This embedded command will appear as follows in your document:
←(1U.

Common Problems

This section provides a troubleshooting approach to solving many of the common problems associated with using Microsoft Word 5.0 and your LaserJet printer. In most cases, these problems can be avoided if you follow the guidelines presented in the *General Information and Common Tasks* sections of this application note.

"Creeping" Text

Problem: The first page of your document prints properly, but subsequent pages have larger and larger top margins (i.e., creep down).

Causes: 1) Failure to specify the correct printer. 2) Invalid page length specification.

Solutions: 1) Press **[Esc] [P]**rint **[O]**ptions **[F1]** and select the correct LaserJet PRD (e.g., HP3). 2) Press **[Esc] [F]**ormat **[D]**ivision **[M]**argins and specify a valid page length setting. Refer to the *Setting Page Length* section of this note.

PC Load Exec or PC Load A4 Message

Problem: The LaserJet printer displays a "PC Load Exec" or "PC Load A4" message when you print your document.

Causes: 1) Invalid page length specification. 2) Improper Form (lines-per-page) setting on the LaserJet printer control panel. 3) Incorrect LaserJet model chosen.

Solutions: 1) Press **[Esc] [F]**ormat **[D]**ivision **[M]**argins and specify a valid page length setting. Refer to the *Setting Page Length* section of this note. 2) Take the printer off line and hold down the ENTER/RESET MENU key until "09 Menu Reset" is displayed on the printer. (On the IIIP you must hold down the **[ON-LINE/RESET]** key until "04 MENU RESET" displayed. 3) Press **[Esc] [P]**rint **[O]**ptions, highlight the *Model* field, press **[F1]**, and select the **LaserJet III** or **IIID** model.

PC Load C5

Problem: The LaserJet printer displays a "PC Load C5" message when you print your document.

Cause: Incorrect paper feed choice.

Solution: Press **[Esc] [P]**rint **[O]**ptions, highlight the *Paper Feed* field, press **[F1]**, and select **Continuous**.

Incorrect Font

Problem: When you print the document, some or all of the text is printed in an incorrect font.

Causes: 1) The font cartridge containing the desired font(s) is not firmly inserted in the printer. 2) You did not select the font(s) properly. 3) The soft font files(s) are not copied to your MS Word subdirectory.

Solutions: 1) Take the printer off line and re-insert the font cartridge. Push firmly until the cartridge "clicks" into place. 2) Refer to the *Selecting Fonts* section of this note. 3) Refer to the *Soft Font Installation* section of this note.

Error 21 or Text Printing On One Line

Problem: The LaserJet printer displays a "21 PRINT OVERRUN" message or lines of text are printed on top of each other.

Cause: Line spacing specified as 0.

Solution: Press **[F10]** to highlight the problem paragraph, then press **[Esc]** **[F]**ormat **[P]**aragraph and specify a valid line spacing value.

Text Cut-Off During Reverse Printing

Problem: A section of the text is missing while using the reverse text option.

Cause: Black background not completely enclosing text.

Solution: Press **[Esc]** **[F]**ormat **[P]**aragraph, highlight *line spacing* field, press **[F1]**, highlight **Auto**, and press **[Enter]**.

"MP LOAD 'page size'" on the IIIP

Problem: Printer Displays "MP LOAD 'page size'" when sending a print job to the printer.

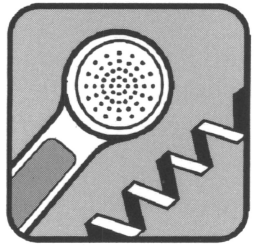
Cause: The Page size command being sent to the printer does not match "MP SIZE" on the front panel menu of the printer.

Solution: Change "MP SIZE" on the front panel menu of the printer to match the Page size command being sent to the printer.

Other Problems

If you are having other types of problems, or if these suggestions have not resolved the problem:

1. Read the *General Information* and *Common Tasks* sections of this application note.



2. Try printing similar documents. Is the problem isolated to one document? If so, find and delete invalid or misplaced format selections in the problem document.
3. Repeat the installation procedures. This will help ensure proper installation of the correct Printer Resource Description (PRD) file.
4. Refer to your Microsoft Word manuals or call Microsoft Customer Support at (206) 454-2030 if you need assistance in using MS Word's functions.
5. Call **Hewlett-Packard's LaserJet Assist Line**.

Telephone . . . . . .(208) 323-2551
Hours (Mon, Tue, Thu, Fri) . . 7:00am to 6:00pm MST
Wednesdays . . . . . 7:00am to 4:00pm MST

Note

When you call Hewlett-Packard, call from a phone next to your computer and your LaserJet printer. You should have a recent "self test" printout available. This will allow you to quickly identify your panel settings for the Hewlett-Packard technician assisting you. Assisting you may also require access to your Microsoft Word documentation.

3

Professional Write™ version 2.2

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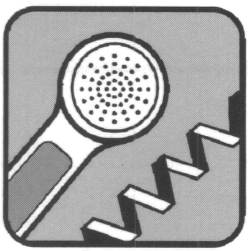
Software Publishing Corporation



Customer Support Number (U.S.): . . . . (608) 274-9715
Hours: . . . . . 8:00 AM to 6:00 PM CST
Charge: . . . . . None
Required Identification: . . . . . None
FAX (U.S.): . . . . . (608) 277-3999
FAX (U.K. & Europe): . . . . . (0344) 860327
Customer Support (U.K. & Europe) . . (0344) 867100

Other Phone Numbers:
Product Upgrades: . . . . . (415) 962-8910
Product Upgrade Information: . . . . (800) 255-5550

Supported Fonts

Cartridge Fonts C2053A... #C01, #C02, #C03, #C04, #C05, #C06, #C07, #C08 **Cartridge Fonts 92286...** A, B, C, D, E, F, G, H, J, K, L, M, N, P, PC, Q, R, T, U, V, Y, Z **Cartridge Fonts 92290...** S2	**Soft Fonts 33412...** AC, AD, AE, AF, DA, EA

Unsupported Fonts

Cartridge Fonts C2053A... #C06 **Cartridge Fonts C2055A...** #C01 **Cartridge Fonts 92286...** W, W1, X **Cartridge Fonts 92290...** S1	**Soft Fonts 33412...** RA, SA, TA, UA, RB, SB, TB, UB **Super Fonts 33412/33413...** AG, DC **Type Director...** All Typeface Products

Internal Printer Fonts

Selected internal LaserJet III, IIID, or IIIP printer fonts are limited to the following point sizes:

CG Times 8, 10, 12, 14, 18 **Univers** 8, 10, 12, 14, 18	**Courier** 10, 12 **Line Printer** 8.5

Note

Advanced users can access unsupported fonts by embedding escape sequences to access the fonts. Proportionally spaced fonts accessed in this manner will not justify or give column alignment.

Setup

Printer selection takes place from within the Professional Write program. If you have not installed Professional Write, refer to your Professional Write manual. The software must be installed before you proceed.

Printer Selection

The following procedures assume that Professional Write is installed in the *C:\PW* directory on your computer's hard disk. If you installed Professional Write in a directory other than *C:\PW*, specify that directory.

1. To run the Professional Write program, type `PW` and press **[Enter]** .
2. From the *Main* menu, select **[2]** *Setup*.
3. At the *Setup* menu, press **[1]** *Select printer 1.*
4. Press **[Page Down]** until the HP LaserJet printers are displayed.
5. Using the arrow keys, highlight the applicable *HP LaserJet* printer. If your printer is not listed, select the printer that has the closest functionality of your LaserJet. Call Software Publishing Corporation for the current printer drivers.
6. Press **[Tab]** to move the highlight arrow to the printer port selection field.
7. Highlight the correct printer port for your hardware setup and press **[Enter]**. The *Setup* menu for the selected printer will appear.

Font Selection

The *Setup* menu for the selected printer allows you to specify the cartridge fonts and/or soft fonts that you will be using. In this menu, you will also specify the default font for the program to use.

Cartridge Fonts

1. At the *Printer Setup* menu, press **[1]** *Select cartridge 1.*
2. Press **[Page Down]** until the appropriate cartridge font is displayed.

3. Using the arrow keys highlight your selection and press **[Enter]**. If you are not using a font cartridge, highlight *No cartridge* and press **[Enter]**.

4. For a second cartridge, press **[2]** from the *Printer Setup* menu. Then repeat steps 2 and 3.

Soft Fonts

1. At the *Setup* menu for the selected printer, press **[3]** *Select soft font family.*

2. Press **[Page Down]** until the appropriate soft font family is displayed (for example, AC, AD, AE, ...).

3. Using the arrow keys, highlight the soft font family you are using and press **[Enter]**. If you are not using soft fonts, highlight *No family* and press **[Enter]**.

Setting a Default Font

Professional Write allows you to select a default font from your installed cartridge or soft fonts. If a default is not assigned, the resident **CG Times, regular, 8 point, portrait font will be the default.**

1. At the *Printer Setup* menu, press **[4]** *Select regular font.*

2. Highlight the desired font and press **[Enter]** to make your selection.

Change Soft Font Directory

If you will be using soft fonts and want Professional Write to download your fonts, you must specify the directory in which the fonts are located.

1. At the *Printer Setup* menu, Press **[5]** *Change soft font directory.*

2. Enter the correct drive designator and full path name of your soft font files (for example, *C:\FONTS*). Press **[Enter]** to continue.

Exit the Printer Setup

After all of the parameters for the selected printer have been set, press **[Esc]** to return to the *Setup* menu.

Press **[Esc]** again to return to the *Main* menu.

Changing Program Defaults

This section explains how to change the document defaults used by Professional Write. The following steps provide the specific information needed to change the page length default. However, other document parameters can also be changed during this procedure.

The page length default must be changed to avoid the problem of "creeping text." See "Common Problems" at the end of this document for an explanation of "creeping text." Other Professional Write document parameters may be changed at this time.

1. From the *Main* menu select **[1]** *Create / Edit.*
2. Press **[F2]** *File / Print.*
3. Press **[7]** *Erase working copy.*
4. Press **[F4]** *Format.*
5. Press **[2]** *Set top / bottom margins & length.*
6. **[Tab]** to the *Page length* field and set the page length to **60**. Top and bottom margin defaults, can be changed at this time.
7. Press **[Enter]**.

Changes to other default document parameters (for example, left /right margins, tabs, etc.) can be done at this time. Press [F4], then select the parameters to be changed.

Note

The LaserJet III, IIID, or IIIP printer automatically provides a 1/2-inch default margin at the top and bottom of the page. The top/bottom margin you set here will add to the 1/2-inch default margin at the rate of 6 lines per inch. For example, if you set a top margin of 3 lines, your actual margin will be 1 inch; 1/2-inch default margin plus 1/2-inch margin you set.

The LaserJet III, IIID, or IIIP printer also provides a two character default margin on the left and right. To set your side margins subtract two from the left and right default margins. For example, if you want a left margin of 10 and a right margin of 75, set the margins for 8 and 73.

---

8. Once all of your document default parameters have been set, press **[F2]** *File/Print*.

9. Press **[2]** *Save working copy*.

10. Enter the filename *PW.DEF*. *PW.DEF* is Professional Write's default parameters file.

Note

The drive designator and path displayed should be that of your Professional Write program files (for example, *C:\PW*). If this is not the case, change the drive designator and path.

---

11. Press **[Enter]** to save the file. Professional Write will now use the defaults that you have specified.

Common Tasks

This section will assist with many of the tasks you may encounter when using your LaserJet III, IIID, or IIIP printer with Professional Write.

Selecting Fonts Within a Document

All of the installed fonts can easily be selected within your document. Professional Write will default to the Regular Font selected during the printer selection. If you wish to change the current default font used by the program, refer to the "Setup" section of this application note.

Changing a Font

1. To make a font change, position the cursor at the beginning or end of the block of text you wish to change, press **[Ctrl]** **[T]** to activate the *Text Block Operations*.
2. Using the arrow keys, highlight the text to be modified, then press **[F10]** .
3. To change your font, press **[4]** *Change font or size*.
4. Press **[Page Down]** until the desired font selection is listed.
5. Using the arrow keys, highlight the desired typeface and point size, then press **[Enter]** .

Note

After you format a block of text in a font different from the default font (see Page 3-4), any following text will revert to the default font. Consequently the *orientation of the default font must match the orientation of any fonts selected in the document. If the font orientations are not the same, a page eject will occur.*

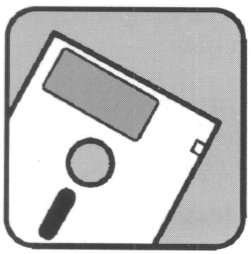
Changing Font Style

1. To make a font style change (style or stroke weight), position the cursor at the beginning or end of the block of text you wish to change, then press **[Ctrl]** **[T]** to activate the *Text Block Operations*.
2. Using the arrow keys, highlight the text to be modified, then press **[F10]**.
3. To change the style (normal or italic) or stroke weight (regular or bold) of the font, press **[3]** *Change style*.
4. Select the style changes you want to make and press **[Enter]**.

Note

A font style change must be supported by the active font source being used (such as cartridge, soft or internal font). If the requested font style is not among the fonts available to the printer, your style changes will be ignored by the printer.

Using Soft Fonts



If you are using soft fonts, you can download them prior to print jobs using the download utility provided with your fonts, or you can have Professional Write download your fonts at the time of printing.

To have Professional Write download fonts for you, select [Y] in the *Download soft fonts* field on the *Print Options* menu before each print job.

Some considerations are:

- Downloading soft fonts takes time; therefore, the time required to produce a document will be increased by the download time if you choose to have Professional Write download for you.
- By letting Professional Write download your soft fonts, you can be sure that the correct fonts for your document will be available.
- If you only use soft fonts occasionally in a document, you may appreciate the convenience of having Professional Write download them for you.

Page Formatting

The page formatting options are accessed from your document screen by pressing **[F4]** *Format.*

Top/Bottom Margins and Page Length

1. From within your document, press **[F4]** *Format.*
2. Press **[2]** *Set top / bottom margins & length.*
3. Top and bottom margins may be set as desired. If you use running headers and/or footers, you must include a minimum one line top/bottom margin for each header/footer line used.
4. For a letter-size page printed in portrait orientation, the *Page length* must be set to no more than 60 lines per page; for a landscape page, no more than 45 lines per page.

Left/Right Margins and Tabs

1. From within your document, press **[F4]** *Format.*
2. Press **[1]** *Set left / right margins* or press **[3]** *Set Tabs.*
3. Using the arrow keys, move the cursor to the desired margin position and place a marker at that position (**"["** for left margin, **"]"** for right margin and **"T"** for a tab stop).

Note

The margin settings must fall within the printable area of the page (refer to the your *LaserJet Printer User's Manual* or the optional *Technical Reference Manual* for a description of the printable area). If you select a margin setting which falls outside the printable area of the page, data will be lost.

Justification of Text

Professional Write will justify both fixed-spaced and supported proportionally-spaced fonts when *Justified* is selected on the *Print Options* screen.

Justifying Entire Document

1. Press **[F2]** *File / Print.*
2. Press **[5]** *Print working copy.*
3. Use the **[Tab]** key to move to the *Print style* field and add **2** to the list of print styles. Each selection must be separated by a comma.
4. Press **[Enter]** to print the document.

Justifying Sections

1. To justify a section of text, position the cursor at the beginning of the text to be justified.

2. Type *JY Y* to turn on justification.
3. Position the cursor at the end of the text to be justified.
4. Type *JY N* to turn off justification.

Justifying Lines

There are three justification selections on the *Format* menu (accessed with **[F4]** from the document screen) that allow you to justify sections of your document. The three options are *Left justify line, Right justify line* and *Center line*. These options support fixed-spaced fonts.

Right Justify

1. To right justify a line of text, position the cursor at the beginning of the line to be justified.
2. From within your document, press **[F4]** *Format*.
3. Press **[A]** *Right justify line*.
4. Repeat this procedure for each line to be right justified.

Left Justify

To Left justify a line of text, follow the above steps but specify **[9]** *Left justify line*.

Center

1. To center a line of text, position the cursor at the beginning of the line to be centered.
2. Press **[Ctrl] [X]** .
3. Repeat this procedure for each line to be centered.

Printer Commands

To issue a printer command from Professional Write, you must convert the command to its decimal representation. You will find an ASCII-Decimal-Hexidecimal conversion table in the Appendix of your *LaserJet Printer User's Manual*.

Example: Ec&l2H, the command for manual feed, has a decimal representation of **27 38 108 50 72.**

Initialization Strings

Professional Write provides initialization fields which allow printer control codes to be issued:

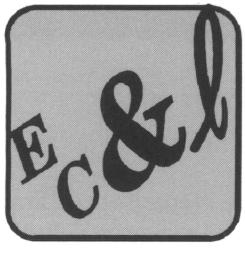
- Prior to printing a document.
- Prior to printing each page.
- After printing the document.
- After printing each page.

These initialization fields can be useful for accessing special features of your printer as demonstrated in the section "Legal Paper Manual Feed."

1. From Professional Write's *Main* menu select **[2]** *Setup*.
2. Press **[3]** *Specify printer control codes.*
3. Enter the decimal values for the desired control code in the *Before document* field. Separate each value with a space (see the section "Legal Paper Manual Feed" for a specific example).
4. Press **[Enter]** to return to the *Setup* menu.
5. Press **[Esc]** to return to the *Main* menu.

For more information on using initialization strings, refer to the Professional Write manual.

Embedded Printer Commands



In addition to sending printer commands through an initialization string (as documented in the previous section), printer commands can be embedded directly in your document.

The syntax of an embedded command in a Professional Write document requires that an ***P** and a space precede the decimal values of the command. Each decimal value must be separated from the next decimal value with a comma, and the command must be terminated with an *.

Example: The command for manual feed (**Ec&l2H**) would appear as ***P 27,38,108,50,72*** in your document.

Legal Paper

Your LaserJet III, IIID, or IIIP printer will accept legal size paper (8.5" x 14") fed manually or from the optional legal paper tray. Follow the steps below to properly configure your software for legal size paper.

Tray Feed

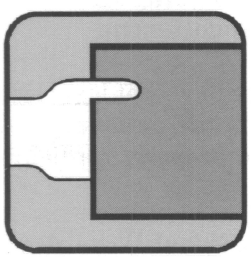
1. Set the *Page length* of your Professional Write document to **78** for a portrait page or **45** for a landscape page. Refer to the "Page Formatting" and "Top Margin, Bottom Margin, and Page Length" sections of this application note for instructions on changing your document page length.
2. From Professional Write's *Main Menu*, select **[2]** *Setup*.
3. Press **[3]** *Specify printer control codes.*

4. In the *Before document* field for your printer, enter the following control codes or initialization string:
   27 69 27 38 108 51 65
   (the decimal representation of Esc E Esc&l3A)

   For the LaserJet IIIP enter:
   27 69 27 38 108 52 104 51 65
   (the decimal representation of Esc E Esc&l4h3A)
5. Press **[Tab]** to access the *After document* field.
6. In the *After document* field, enter the following:

   27 69 (the decimal representation of EscE).
7. Press **[Enter]** to return to the *Setup* menu.
8. Press **[Esc]** to return to the *Main* menu.
9. Press **[1]** *Create/Edit* to return to your document screen.
10. Press **[F2]** *File/Print*.
11. Press **[5]** *Print working copy*.
12. Tab to the *Print to:* field and select your printer.
13. Press **[Enter]** to print your document.

Manual Feed



To feed legal paper manually, follow the steps in the "Tray Feed" section of this application note. However, you **must** change the codes in the *Before document* field of step 4 to **27 69 27 38 108 51 97 50 72** (the decimal representation of EscE Esc&l3a2H).

The commands entered in the *Before document* field will be issued prior to your print jobs and will configure the printer for legal paper manual feed. If you have performed this procedure correctly, the front panel of your printer will prompt you to feed a sheet of legal paper. To begin printing, insert a sheet of legal-size paper into the manual feed slot located on the top of your paper tray.

The command entered in the *After document* field will reset the printer to the current print environment specified on the front panel of the printer.

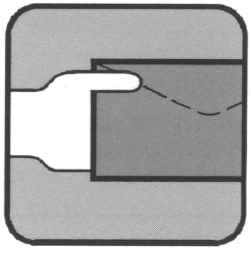
Note

Professional Write retains the commands entered in the *Printer 1* or *Printer 2* field until changed. To resume normal printing, remove the commands from the *Printer 1* or *Printer 2* field.

Envelope Printing

You can print envelopes using two methods. The first method extracts an address from a letter, and the second requires specifying printer control codes.

Method 1



Professional Write can take the address portion of a letter and print it on an envelope fed manually. Before you begin, create a letter using the guidelines from Chapter 11 of your Professional Write manual.

1. Insert an envelope all the way into the manual feed area at the top of the printer's paper tray. Adjust the manual feed guides. (For best results, open the rear output tray in the back of your printer.)
2. With your document on the screen, press **[F2]** *File/Print*, then press **[5]** to access the *Print Options* menu.
3. Tab to the *Document or envelope* field and select **[E]** for *Envelope*.
4. Tab to the *Print style:* field and type **1,5**.
5. Press **[Enter]** to print the envelope.

Note

The default font must be in portrait orientation.

Method 2

To print envelopes only, you can enter control codes to properly configure your printer. Envelopes can be fed manually or with the optional envelope tray as described in the following two sections.

Manual Envelope Feed

1. From the *Main* menu select **[2]** *Setup*.
2. Press **[2]** *Select printer 2* or the desired printer.
3. Highlight *Unlisted Printer*.
4. Press **[Tab]** to access the *Printer Ports* field.
5. Highlight the correct printer port and press **[Enter]**.

6. The *Control Codes for Unlisted Printer* screen will appear. Do not enter printer control codes on this screen. Press **[Enter]** to return to the *Setup* menu.
7. Press **[3]** *Specify printer control codes.*
8. Using the "Manual Envelope Commands" table, on page 3-15, enter the indicated control codes, for the desired envelope size.
9. Press **[Enter]** to exit the *Printer Control Codes* screen.
10. Press **[Esc]** to exit the *Setup* menu.
11. At the *Main* menu, press **[1]** *Create/Edit.*
12. Using the "Envelope Page Format" table on page 3-16, set the top margin, left and right margins, tabs, and page length for envelopes as indicated.

Note

Left margin, top margin and tab settings may be set to accommodate individual needs. To ensure correct printing of your envelopes, all other settings should be set as indicated in the "Envelope Page Format" table on page 3-16.

---

13. Enter your information, one envelope per page.

    If you will be using a return address, enter it in the upper-left corner of the page. Use the **[Enter]** and **[Tab]** keys to position the mailing address.

    If you are not using a return address, simply enter one address per page.
14. Press **[F2]** *File/Print.*
15. Select **[5]** *Print working copy.*
16. In the "Document or Envelope" field select **[D]** for Document.
17. Select the *Unlisted Printer* in the *Print to* field.
18. Press **[Enter]** to print.

Manual Envelope Commands

Envelope	Command Field	Control Code
Com-10	Before document After document Before page	27 69 27 38 108 56 49 97 49 111 50 72 27 69 27 38 108 56 49 65
Monarch	Before document After document Before page	27 69 27 38 108 56 48 97 49 111 50 72 27 69 27 38 108 56 48 65
DL	Before document After document Before page	27 69 27 38 108 57 48 97 49 111 50 72 27 69 27 38 108 57 48 65
C5	Before document After document Before page	27 69 27 38 108 57 49 97 49 111 50 72 27 69 27 38 108 57 49 65

Envelope Page Format

Key	Format Setting	Com-10	Monarch	DL	C5
[F4], [2]	Top margin				
	with return address	0	0	0	0
	without return address	10	9	10	16
[Tab]	Bottom margin	N/A	N/A	N/A	N/A
[Tab] [Enter]	Page Length	20	17	20	30
[F4], [1], [1]	Left margin				
	with return address	3	3	3	3
	without return address	50	30	40	40
[Enter]	Right margin	95	75	86	90
[F4], [3], [1]	Tab Setting				
	with return address	45	30	40	40
[Enter]	without return address	N/A	N/A	N/A	N/A

Note

You may wish to adjust the margin and tab settings for individual requirements. Control codes and page length settings should not be changed.

Envelope Tray Feed

Follow the instructions given in the *LaserJet Printer Envelope Tray User's Guide* for loading the envelope feeder tray and installation on the printer.

1. From the *Main* menu select **[2]** *Setup*.
2. Press **[2]** *Select printer 2* or the desired printer.
3. Highlight *Unlisted Printer*.
4. Press **[Tab]** to access the *Printer Ports* field.
5. Highlight the correct printer port and press **[Enter]**.

6. The *Control Codes for Unlisted Printer* screen will appear. Do not enter printer commands on this screen. Press **[Enter]** to return to the *Setup* menu.

7. Press **[3]** *Specify printer control codes.*

8. Using the table "Envelope Tray Commands" on this page, enter the indicated control codes for the desired envelope size.

Envelope Tray Commands

Envelope	Command Field	Control Code
Com-10	Before document III,IIID Before document IIIP After document Before page	27 69 27 38 108 56 49 97 49 79 27 69 27 38 108 52 104 56 49 65 27 69 27 38 108 56 49 65
Monarch	Before document III,IIID Before document IIIP After document Before page	27 69 27 38 108 56 48 97 49 79 27 69 27 38 108 52 104 56 48 65 27 69 27 38 108 56 48 65
DL	Before document III,IIID Before document IIIP After document Before page	27 69 27 38 108 57 48 97 49 79 27 69 27 38 108 52 104 57 48 65 27 69 27 38 108 57 48 65
C5	Before document III,IIID Before document IIIP After document Before page	27 69 27 38 108 57 49 97 49 79 27 69 27 38 108 52 104 57 49 65 27 69 27 38 108 57 49 65
Envelope Feeder (IIID only) Com-10 envelope	Before document After document Before page	27 38 108 56 49 97 49 111 54 72 27 69 27 38 108 56 49 65

Note

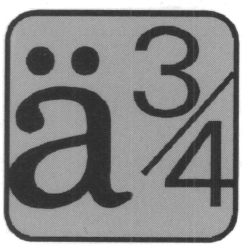
Professional Write retains the commands entered in the Printer 1 and Printer 2 fields until changed. Remove the commands to resume normal printing. If you print envelopes often, you may want to create a macro to set up the printer control codes and another macro to delete the printer control code. Refer to your Professional Write documentation for more information on macros.

9. Press **[Enter]** to exit the *Printer Control Codes* screen.
10. Press **[Esc]** to exit the *Setup* menu.
11. At the *Main* menu, press **[1]** *Create/Edit.*
12. Using the "Envelope Page Format" table (on Page 3-16), set the top margin, left and right margins, tabs, and page length.
13. Enter the information, one envelope per page.
    If you will be using a return address, enter it in the upper left corner of the page. Use the **[Enter]** and [Tab] keys to position the mailing address.
14. Press **[F2]** *File/Print.*
15. Select **[5]** *Print working copy.*
16. Select the *Unlisted Printer* in the *Print to* field.
17. Press **[Enter]** to print.

Note

You may adjust the margin and tab settings to suit individual requirements. Control codes and page length settings should not be changed.

Special Characters



To access special characters (for example, ASCII characters 128-255), hold down the **[Alt]** key and enter the decimal value of the desired character. The character that will be printed depends on the current or active symbol set. The character displayed on your screen may not correspond to the actual printed character.

To determine the decimal value for a specific character, determine which symbol set supports the particular character. Ensure that you are using the appropriate symbol set and that it is available in the printer as either an internal font, cartridge font, or soft font.

If a particular special character does not print, it means you will need to enter the printer command to access the appropriate

symbol set. Refer to the symbol set table which contains that character to determine its decimal value. Symbol set tables are in your *LaserJet User's Manual* and in the pamphlet which accompanies the cartridge and soft fonts.

Example: To access the Greek letter μ "mu" (character 230 in the PC-8, IBM US and PC Set 1 symbol sets), hold down the **[Alt]** key and enter 230 on the **numeric** keypad.

Line and Box Drawing

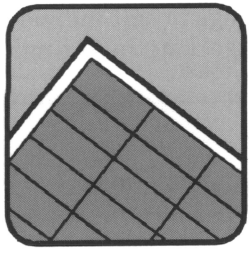
The line and box drawing function will produce lines and boxes if you install the LaserJet III, IIID, or IIIP as your printer with a fixed-space font such as Courier as the default font.

1. Press **[F3]** then **[9]** *Draw Line* to activate the line and box drawing function.
2. Use the arrow keys to make your lines and boxes.
3. Press **[Ctrl]** **[Y]** to disable the line and box drawing mode and return to text editing mode.

Note

Line and box drawing is not supported with proportional spaced fonts. Changing the font pitch or using proportional spaced fonts within a box will cause misalignment of lines.

Formatting and Printing Labels



The LaserJet III, IIID, and IIIP will not print all the way to the top or bottom edges of the page. Use labels which have a partial row of labels at the top and the bottom of the page to accommodate the default half-inch top and bottom margins of the LaserJet III, IIID, or IIIP printer.

Other label stock which is suitable for laser printing may be used. However, if the label stock does not have a partial row of labels at the top and bottom of the page, the first and last rows of labels will be unusable.

For additional information on label stock specifications, refer to your *LaserJet Printer User's Manual.* The following table provides format settings for selected adhesive labels which may be obtained from Hewlett-Packard by calling 1-800-538-8787.

Each line of the label must be filled. Therefore, when putting a three-line address on a five-line label, you must separate labels vertically with two blank lines.

Label Dimensions	1½ x 2⅝	2 x 4¼	1 ⅜ x 2⅝
Page Length	60	60	60
Top Margin	0	0	0
Bottom Margin	0	0	0
Left/Right Margins	3/80	3/80	3/80
Tab Settings	28/57	41	30/59
Lines per Label	9	12	8

To separate label information horizontally, use the **[Tab]** key.

Note

You may adjust the margin and tab settings to suit individual applications. Control codes and page length settings should not be changed.

Duplex Printing (LaserJet IIID only)

Use the following codes in the *Specify printer control codes* screen for performing the duplex function on the LaserJet IIID printer.

Command Field	Control Code
Before Document	27 38 108 49 83
After Document	27 69

Bin Selection (LaserJet IIID only)

Use the following codes in the *Specify printer control codes* screen for selecting an upper or lower tray on the LaserJet IIID printer.

Command Field	Control Code
Before Document (Upper Tray)	27 38 108 49 72
Before Document (Lower Tray)	27 38 108 52 72
After Document	27 69

Common Problems

This section provides a troubleshooting approach to solve many of the common problems associated with using Professional Write with your LaserJet III, IIID, or IIIP printer. In most cases, these problems can be avoided if you follow the guidelines presented in the "Installation" and "Common Tasks" sections of this application note.

"Creeping Text"

A multi-page document in which successive pages begin printing farther and farther down from the top of the page, or documents in which lines expected to print at the bottom of a page are being printed at the top of the following page, are said to exhibit "creeping text." This is caused by an attempt to print more lines on a page than is possible. Since there is a default 10-inch vertical printable region on a portrait letter size page, the maximum number of lines printable at 6 lines per inch is 60.

To alleviate the problem, set the page length for the document to no more than 60 lines for a portrait letter page and set your top and bottom margins to 0. (See "Page Formatting" and "Top Margin, Bottom Margin and Page Length" in this document.)

Incorrect Fonts

Check your document carefully to ensure that the desired font has been selected. When using cartridge fonts, make sure the cartridge is properly seated in the printer. LaserJet III, IIID, or IIIP users can perform a *PRINT FONTS* test. If the cartridge is properly seated, it will be listed on the font print out.

If using soft fonts, ensure that you have downloaded the correct font files to the printer. If Professional Write is downloading the fonts for you, make sure you have indicated the correct font directory. Refer to the "Font Installation" section for more information.

Blank Pages

If blank pages are printing between successive pages of a document or at the end of a document, check your *Page length* setting (see "Page Formatting" and "Top Margin, Bottom Margin and Page Length" in this document).

Incorrect Special Character

If the special character you are trying to access is not being printed, check that the symbol set being used supports the character you are trying to access.

Formatting Problems with Proportional Fonts

If your output exhibits random indentations or margin changes when using a proportional font, place the cursor at the end of every line and press **[Delete]**. This will eliminate any unwanted hard carriage returns. Refer to your *Professional Write* manual for further information.

Printer Response with Manual Feed

If you are manually feeding media and the printer fails to request the manually fed sheet, check your *Print Options* setting for *Pause between pages*. The setting for *Pause between pages* should be **N**.

MP LOAD "Paper Size" on the LaserJet IIIP

Problem: Printer displays "MP LOAD 'Paper Size' " when sending a print job to the printer.

Cause: The Job Size command being sent to the printer does not match "MP SIZE" on the front panel menu of the printer.

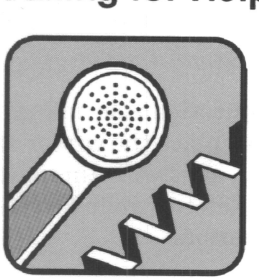
Solution: Change the "MP SIZE" on the front panel of the printer to match the job size command being sent to the printer, for example letter, legal, A4.

Other Problems

If the suggestions provided in this section have not resolved your problem or if you are having other types of problems try one or more of the following:

- Read the "General Information" section on this application note.
- Try printing similar documents. Is the problem isolated to one document? If so, find and delete invalid or misplaced format selections in the document experiencing the problem.
- Repeat the installation procedures. This will ensure proper selection of printer and fonts.
- Refer to your *Professional Write* manual or contact Professional Write customer assistance at (608) 274-9715 if you need assistance using special functions of the software (for example, macros, merge, etc.).

Calling for Help



Call **Hewlett-Packard's Personal Peripherals Assist Line.** Our trained technicians will be happy to help you with your printing needs.

Telephone: . . . . . (208)323-2551
Hours (Mon, Tue, Thu, Fri): . . . 7:00 AM to 6:00 PM MST
Wednesdays: . . . . . 7:00 AM to 4:00 PM M2ST

Note

When you call Hewlett-Packard, call from a phone next to your computer and LaserJet III, IIID, or IIIP printer. Assisting you often requires access to your printer and Professional Write document. You should also have a current self-test printout available. This will show the current defaults set on the printer.

4

Microsoft Windows® version 3.0, Aldus PageMaker™ version 3.01, Microsoft Excel® version 2.1c.

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Microsoft Corporation

Customer Technical Support.....(206)454-2030
Hours.....5:00am-7:00pm Pacific
Required Identification.....None
Charge.....None

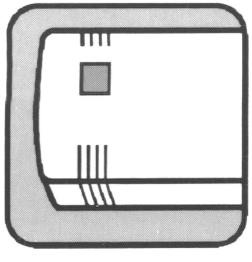
For information on Microsoft support and warranty policies, refer to Microsoft documentation.

Product upgrade policies and procedures - To upgrade your current version of Microsoft Windows, contact Windows support at (206) 454-2030. To receive future upgraded printer drivers for the HP LaserJet III, IIID, or IIIP printer, call Hewlett Packard at (303) 353-7650, or FAX (303) 352-6152.

Note

This software application note is provided to assist Hewlett Packard customers in the installation and use of Microsoft Windows Version 3.0 with the LaserJet III, IIID, and IIIP printers. This software note assumes that you have at least version 3.6 of the Windows 3.0 Driver. Version 3.6 of the Windows driver does not directly support the LaserJet IIIP but by selecting the IIID in this driver you will be able to use the features of the IIIP.

Supported Fonts



92286... A,B,C,D,E,F,G,H,IC,J,K,L,M,N,P, PC,Q,R,T,U,V,Y,Z,Z1a 92290... S1,S2 C2053A... C01,C02,C03,C04,C05,C06,C07, C08,C09 C2055A... C01 C2050B... C80,C90 C2050C... C80,C90	All Hewlett Packard LaserJet Soft Fonts Type Director 2.0

Unsupported Fonts

92286... W,W1, & X Cartridge Fonts	

Note

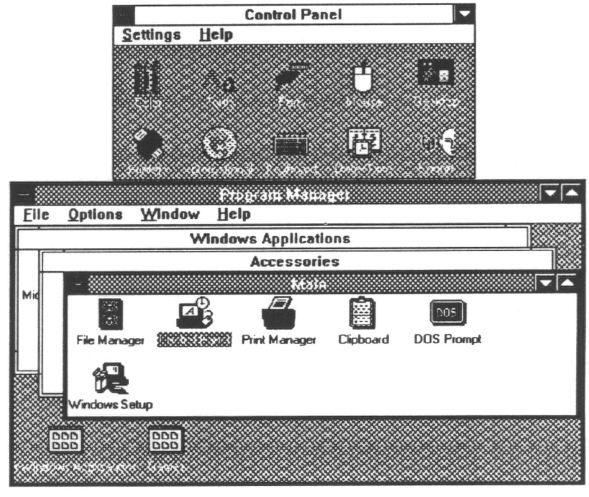
Support for most HP 92286 and 92290 fonts does not come with Windows (Windows does come with support for the HP 92286IC, 92286PC, and 92286Z cartridges). For support with these cartridges, you will need to get the .PCM files. These can be downloaded from the HP Forum on Compuserve or ordered from Hewlett Packard at (303)353-7650. See the section in this note on installing .PCM's for more information.

Windows Printer Setup

The information in this section describes how use the Windows control panel to add or delete a printer or to change the printer defaults.

Note

The procedures in this document assume that Windows is already installed and operating.



Installation of your HP LaserJet III, IIID, or IIIP printer with Microsoft Windows v3.0 involves:

- Installation of correct printer drivers
- Selection of the fonts supported by that printer driver

Control Panel

To open the control panel:

1. Select the *MAIN Program Window.*
2. Select *Control Panel* by double clicking on the icon.

With the Control Panel active you can:

1. Install or delete a printer.
2. Change printer defaults.
3. Add fonts to your printer.
4. Adjust general system settings

Note

For more information on Control Panel and settings, consult your MICROSOFT WINDOWS USER'S GUIDE.

Adding a Printer

1. If you do not currently have a LaserJet III, IIID, or IIIP printer installed, go to step 2. If you already have a LaserJet III, IIID, or IIIP printer installed and you are installing a printer driver upgrade, use DOS or the Windows 3.0 File Manager to copy the new HP LaserJet driver files from the driver disk to your \WINDOWS\SYSTEM directory. These files are named HPPCL5A.DRV and HPPCL5A.HLP. (Once the files have been copied proceed to the section on CHANGING PRINTER DEFAULTS in this note).
2. Open the *CONTROL PANEL*.
3. Double click on *PRINTERS*.
4. Click on *ADD PRINTER*.
5. Scroll through the list of printers until *HP LaserJet III* is showing in the window.
6. Highlight *HP LaserJet III* By clicking on that option.

Note

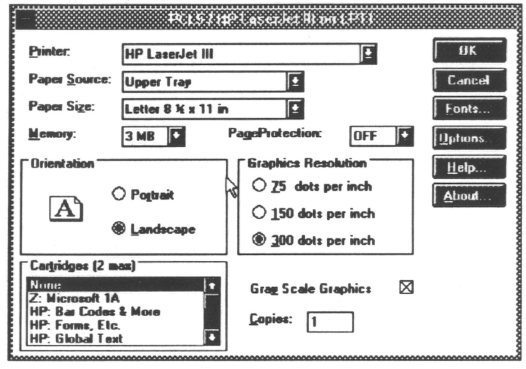
By selecting LaserJet III, you will be installing support for PCL level 5 LaserJet printers. The only place that will actually show that you have a LaserJet IIID or IIIP is the Printer Setup Menu. Everywhere else it will state that you have a LaserJet III. If no driver is available for the LaserJet IIIP select the LaserJet IIID for closest compatibility.

7. Click once on *INSTALL*.
8. You will be prompted to insert the driver disk in the **A:** drive. Place the Driver Disk in the **A**: drive and click on **OK**.
9. If you are prompted to insert the disk with the updated *FINSTALL.DLL* file, put your Windows **Setup Disk 5** in drive **A:** and click on **OK**.
10. Your Printer Driver is now installed in Windows.

Deleting a Printer

1. Open the *CONTROL PANEL*.
2. Double click on *PRINTERS*.

3. Highlight the printer that you wish to delete.



4. Click on *CONFIGURE*.

5. Click on *REMOVE*.

6. You will be asked if you want to remove the printer.

7. Click on *YES* to remove driver.

Changing Printer Defaults

1. Open the *CONTROL PANEL*.

2. Double click on *PRINTERS*.

3. Highlight the printer that you wish to change.

4. Click on *CONFIGURE*. At the Configure Menu, you can choose which printer port you are using by clicking on *LPT1, LPT2, COM1, FILE,* etc. You can also change your default timeouts at this menu. For more information about selecting ports and default timeouts, consult your *MICROSOFT WINDOWS USER'S GUIDE*.

5. Click on *SETUP*. At the Setup Menu you can choose the printer that you want to use, the paper source, size of paper, amount of memory, the Page Protection feature of the LaserJet III, IIID, and IIIP printers (this feature requires at least 1 additional Meg of printer memory), orientation, graphics resolution, gray scale graphics, font

cartridges, number of copies, and you can also add soft fonts. (See *"Adding Fonts"* later in this note).

Note

The Printer Setup dialog box in the Windows Control Panel allows you to choose Gray Scale Graphics. For an improved photographic appearance, turn on Gray Scale Graphics. Your image will have smooth, soft-looking contrasts between shades of gray. Images originally designed with color will print better too. For images that have a "line draw" look, turn off Gray Scale Graphics. Although the fine details of line work will be clear, the contrasts between shaded areas can appear harsh.

The Page Protection option also appears in the Printer Setup dialog box. Select the setting that corresponds to the printer's control panel PAGEPROTECT setting. This setting, in combination with the Memory box setting, tells the printer driver how much of the memory available in the printer is usable by the printer driver. The setting in the Page Protection box in the Printer Setup dialog box does not affect the printer's configuration, but only reflects it. To change the PAGEPROTECT setting in the printer, the printer's control panel must be used.

If Grayscale Graphics and Page Protection are not displayed in the Printer Setup dialogue box your current driver does not support these features. To obtain support for these features refer to "printer upgrade policies and procedures" on page 4-3 of this note for information on how to obtain an upgrade to your printer driver.

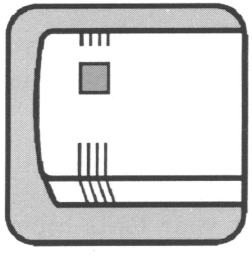
6. Once you have changed all of the options to match your printer, click on **OK** three times.

7. Press **[ALT][F4]** or double click on the Control-menu box in the upper left corner of the window to close the Control Panel.

General Information

The following information is applicable to most of the documents and software you are likely to use with Windows 3.0 and the LaserJet III, IIID, and IIIP printers. Read this information carefully. It will help you to avoid many of the common problems discussed later in this application note.

Adding Fonts



Cartridge Fonts

1. Open the *CONTROL PANEL*.
2. Double click on *PRINTERS*.
3. Highlight the *LaserJet III on ... : Active*
4. Click on *CONFIGURE*.
5. Click on *SETUP*.
6. Scroll through the list of available font cartridges. To select a cartridge, click on the cartridge. You may select up to two font cartridges for the LaserJet III and IIID printers, and one font cartridge for the LaserJet IIIP.

Note

If you have a Hewlett Packard font cartridge that does not show up in the list of available fonts, go to the section in this note on INSTALLING .PCM's.

7. Click **OK** three times.
8. Press **[ALT][F4]** or double click on the Control-menu box in the upper left corner of the window to close the Control Panel.

Installing .PCM's.

Note

.PCM's are Printer Cartridge Metrics files that contain font information for font cartridges. These files are used to support cartridges that are not presently supported by the current driver. These would include the HP 92286 and 92290 font cartridges.

1. Open the *CONTROL PANEL*.
2. Double click on *PRINTERS*.

3. Highlight the HP LaserJet III.

4. Click on *CONFIGURE*.

5. Click on *SETUP*.

6. Click on *FONTS*.

7. Click on *ADD FONTS* .

8. Insert the disk that contains your .PCM files (cartridge font files) in drive **A:** and click on **OK.**

9. Select the fonts you wish to install by clicking on each font to highlight it.

10. Click on *ADD*.

11. You will be asked where you want your fonts copied (default is *C:\PCLFONTS*). Accept the default or type in a different directory name and click on **OK**.

Note

If the directory you selected does not exist, Windows will ask if you want it to be created. Click on **OK**.

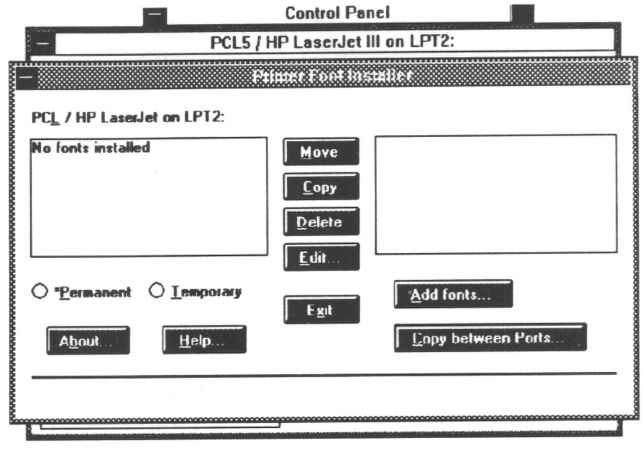
12. Click on *EXIT*.

13. The new cartridges will be listed in the *CARTRIDGE* box in the *Printer Setup Menu*.

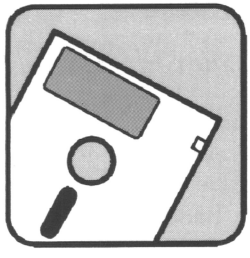
14. Scroll through the list of available font cartridges. To select a new cartridge, click on the cartridge. You may select up to two font cartridges for the LaserJet III and IIID printers, and one font cartridge for the LaserJet IIIP.

15. Click **OK** three times.

16. Press **[ALT][F4]** or double click on the Control-menu box in the upper left corner of the window to close the Control Panel.



Soft Fonts



1. Open the *CONTROL PANEL*.
2. Double click on *PRINTERS*.
3. Highlight the printer that you wish to change.
4. Click on *CONFIGURE*.
5. Click on *SETUP*.
6. Click on *FONTS*.
7. Click on *ADD FONTS*
8. Insert the disk that contains your soft font files in drive **A:** and click on **OK**.
9. Select the fonts you wish to install by clicking on each font to highlight it.
10. Click on *ADD*.
11. You will be asked where you want your fonts copied to (default is *C:\PCLFONTS*). Accept the default or type in a different directory name and click on **OK**.

Note

If the directory you selected does not exist, Windows will ask if you want it to be created. Click on **OK**.

12. A .PFM file will be created and your font will be installed.

13. Click on *EXIT*.

14. Click on **OK** three times.

15. Press **[ALT][F4]** to close the *CONTROL PANEL*.

Note

For more information about the Printer Font Installer or .PFM's consult your *MICROSOFT WINDOWS USER'S GUIDE.*

Type Director 2

Enter Type Director

1. From your DOS Prompt type *CD* and the pathname of your Type Director directory (default is TD).

2. Type TD and Press **[ENTER]**.

Setup Type Director for the LaserJet III and Microsoft Windows 3.0

Note

The LaserJet IIID and IIIP are not directly supported by Type Director but by selecting the LaserJet III, Type Director will create and install fonts for the LaserJet IIID and IIIP printers.

---

1. Select *SET ENVIRONMENT / DEFAULTS*.

2. Highlight *PRINTER* and press **[ENTER]**.

3. Highlight *HP LASERJET III* and press **[ENTER]**.

4. Check the remaining defaults to insure that your Monitor, Printer Port, and Autofont Directory are correct. For more information on Type Director settings, consult your Type Director Users Manual.

5. Move your Highlight Bar to the first empty space under *AVAILABLE APPLICATIONS* and press **[ENTER]**.

6. Highlight *Microsoft Windows v3.0* and press **[ENTER]**. Check the Default Symbol Set, Application Directory, and Printer Font Directory to insure that they are set correctly.

7. Press **[F8]** to close the *Set Environment / Default* menu.

Note

If no typefaces are installed, consult your Type Director Users Manual on installing typefaces.

Make Fonts

1. Select *FONTS* and then select *MAKE FONTS* from your Type Director *Main Menu.*

2. Highlight *ACTIVE APPLICATION* and press **[ENTER]**.

3. Highlight *MICROSOFT WINDOWS V3.0* and press **[ENTER]**.

4. Move the Highlight Bar under *TYPEFACE* and press **[ENTER]**.

5. Highlight the typeface that you wish to create for Windows and press **[ENTER]**.

6. If you are making screen fonts with your printer fonts, move the Highlight Bar under *POINT SIZES* and type in the sizes for your screen fonts.

Note

When making screen fonts for the internal scalable fonts, make sure the symbol sets match. The symbol set that Windows supports for the internal fonts is the Windows (WN) symbol set.

7. To create more than one font, repeat steps 4-6.

8. Press **[F3]** to save setup, type in a unique setup name, and press **[ENTER]**.

9. Press **[F1]** to create fonts. Type Director will create .PFM files and update the WIN.INI file.

Note

If you get an error while creating scalable fonts, check your Windows driver to insure that you are running at least version 3.6 of the Windows printer driver.

10. Press **[F8]** to close the *Make Fonts Menu.*

11. Press **[F8]** and then select *Yes* to exit Type Director.

12. Your fonts are now installed in Windows and the WIN.INI file has been updated by Type Director. You may now select your fonts inside your Windows application.

Note

Scalable fonts in Windows applications will show several standard point sizes like 8, 10, 11, 12, 14, etc. If the point size you wish to use is not listed, highlight the Point Size box and type in the desired size. (The LaserJet III, IIID, and IIIP printers support point sizes from .25 to 999.75. Minimum and maximum point sizes in Windows vary depending upon application).

Ending a Windows Session

To end your Windows session:

1. Press **[ALT][F4]** or double click on the Control-menu box in the upper left corner of the window.

2. Click on **OK** to end the session and return to DOS.

Common Tasks PageMaker

This section will assist you with many of the common tasks associated with PageMaker 3.01.

Aldus Corporation

Customer Support.....(206) 628-2040
Required Identification.....Serial Number
Hours.....7:00am-5:00pm Pacific
Charge.....see note

Note

For registered PageMaker owners there are 90 days of free technical support from Aldus. Contact Aldus for more information on extended technical support contracts.

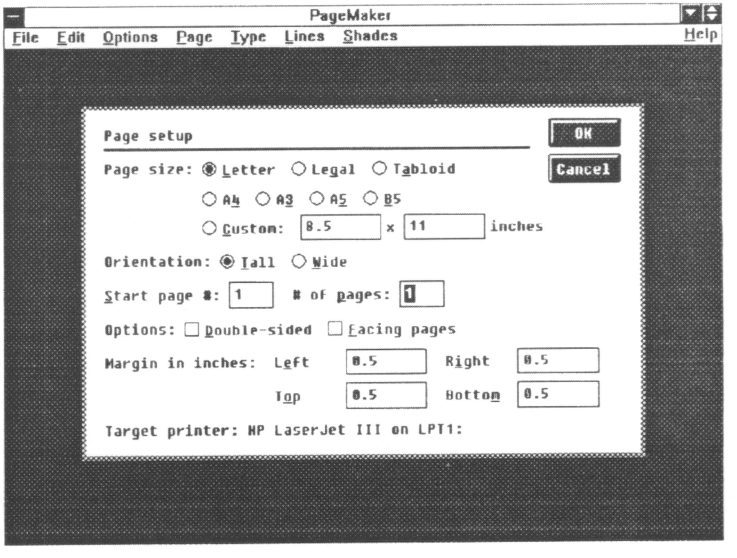
Entering PageMaker

1. In Windows, open your Windows Application Window.

2. Double click on the *PageMaker Icon*.

Page Formatting

Page formatting features in PageMaker are selected from the *Page Setup menu* which will appear when you open a new document, or can be accessed by pulling down the File menu and selecting Page Setup. To create a new document:


PageMaker
File Edit Options Page Type Lines Shades Help
Page setup
OK
Cancel
Page size: Letter Legal Tabloid
A4 A3 A5 B5
Custom: 8.5 x 11 inches
Orientation: Tall Wide
Start page #: 1 # of pages: 1
Options: Double-sided Facing pages
Margin in inches: Left 0.5 Right 0.5
Top 0.5 Bottom 0.5
Target printer: HP LaserJet III on LPT1:

1. Click on *FILE*.

2. Click on *NEW*. At this menu you can select Page Size, Orientation, and Margins.

Page Size options for the LaserJet III, IIID, and IIIP printers are LETTER, LEGAL, A4, B5, and Custom.

You can choose the orientation of your page by selecting TALL (Portrait) or WIDE (Landscape).

Margins can be changed easily by highlighting the margin you want to change and typing in the new margin

---

Note

All Page Setup options must match Printer Setup options or your document will not print properly.

Selecting Fonts

You can change your font before typing the text or highlight a selected portion of text and then select a font.

1. To highlight text on your page, select the *Text Tool* from the Tool Box. Position the *Text Tool* in front of the first character of the text that you want to change. Click and hold the left mouse button and drag the *Text Tool* to the end of the text.

2. Select *TYPE*.

3. Select *TYPESPECS*.

PageMaker will list all of the typefaces available to you, including internal fonts, cartridges, soft fonts, and Type Director fonts.

4. Select the typeface you want to use and a list of point sizes will be shown. If you have selected a bitmapped font, like the internal Courier or Line Printer or non-scalable cartridge, the listed sizes are the only sizes available. If you have selected a scalable font, like the internal CG Times or Univers, the sizes shown are only a small sample of the sizes available. If you wish to use a size that is not listed, highlight the Size box and type in the point size you want.

Note

Although the LaserJet III, IIID, and IIIP printers can scale fonts from .25 to 999.75 points, PageMaker 3.01 only supports from 4 to 127 points in .5 point increments.

---

5. Type Style, Position, and Case selections can also be made at this menu by clicking on the desired option.

6. Click **OK** to save changes and return to your document.

Printing Legal Size Paper

Setting up your page

1. Enter PageMaker. At the PageMaker main menu, select *FILE* and then select *NEW*.
2. Select LEGAL as your Page Size.
3. Select the Orientation that you want to use. TALL (portrait) or WIDE (landscape).
4. Margins can be changed easily by highlighting the margin you want to change and typing in the new margin.
5. Click on **OK**.
6. Click on *FILE*.
7. Click on *PRINTER SETUP*.
8. Highlight the *HP LaserJet III* and click on **SETUP**.
9. Select LEGAL as your Paper Size.
10. Set your orientation to match the orientation you set in the Page Setup menu.
11. Select MANUAL FEED as your Paper Source if you do not have a legal size paper tray. If you do have a legal size paper tray, or you are using the LaserJet IIIP's MP Tray, select the appropriate tray as your Paper Source.

Note

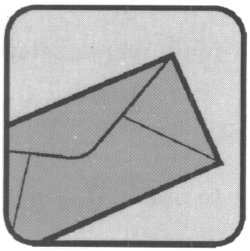
All Page Setup options must match Printer Setup options or your document will not print properly.

12. Click on **OK** twice to return to your document.

To print:

1. Click on *FILE*.
2. Click on *PRINT*.
3. Click on **OK**.

COM-10 Envelopes



Setting up your page

Enter PageMaker. At the PageMaker main menu, select *FILE* and then select *NEW*.

PageMaker does not have a specific page size for envelopes, so you will need to select *LETTER* size paper in the WIDE orientation. You will also need to select single-sided paper by clicking on *DOUBLE-SIDED* and allowing the X's in the boxes to disappear.

Margins will need to be set as follows for the LaserJet III, IIID, and IIIP printers for Printing envelopes.

1. Set left margin to **1"**.

2. Set right margin to **1.125"**.

3. Set top and bottom margins to **2.33"**.

4. Select **OK.**

Setting up your Printer

1. Select *FILE*.

2. Select *PRINTER SETUP*.

3. Select *SETUP*.

Your printer should be set up as follows:

PAPER SIZE=*COM-10 4 1/8 x 9 1/2*

ORIENTATION=*Landscape*

PAPER SOURCE=*Manual or Envelope* (see note).

Note

If you are using a LaserJet III, IIID or IIIP printer and manually feeding envelopes, select Manual as your Paper Source. For the LaserJet III printer using the Envelope tray and the LaserJet IIID printer using the Envelope Feeder, select Envelope as your Paper Source. To use the Envelope tray with the IIID select Upper or Lower Tray as your paper source. For the LaserJet IIIP using an Envelope tray, choose Upper Tray to use the MP Tray and Lower Tray to use the Envelope tray in the optional lower cassette.

When these selections are made, select **OK** twice to return to your page.

Addressing your Envelope

Select the *Text Tool* from the *Tool Box*. (The text tool is the **A** in the Tool Box). Move the Text Tool to where you want the return address to begin and click the left mouse button. (Do not worry about exact placement of the text at this time. This note will show you how to move blocks of text later).

Type in your return address. Now move the text tool to where you want the mailing address to begin and click the left mouse button. The cursor will appear on the left margin. Type in your mailing address.

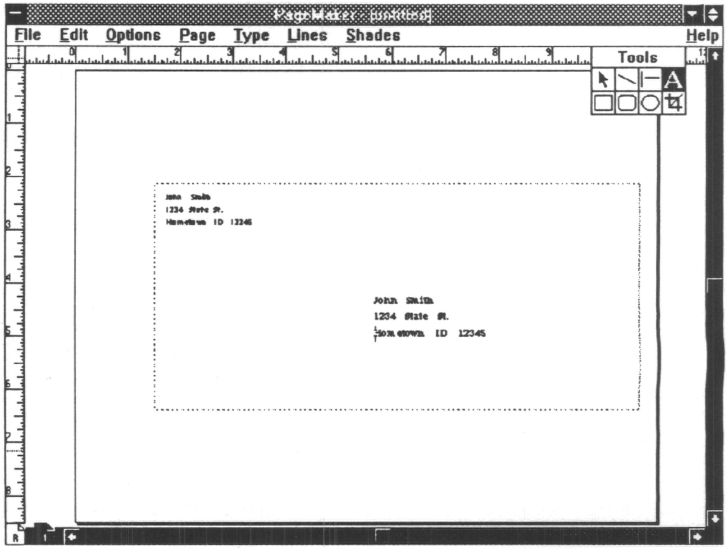
Moving Text

Select the *Arrow Tool* from your *Tool Box*. Position the arrow on the return address. Click and hold the left mouse button. Your Arrow Tool will turn into an arrow pointing in four directions. Move the return address by dragging the mouse. The return address looks best if it is positioned at least a quarter of an inch in from the left and a quarter of an inch down from the top of the envelope.

Now position the arrow on the mailing address. Click and hold the left mouse button. Drag the mailing address to where you want it on the envelope.

To change addresses on your envelope, select the *Text Tool* from the *Tool Box*. Position the *Text Tool* in front of the first line of the address that you want to change. Click and hold the left mouse button and drag the *Text Tool* to the end of the address to highlight the address. You can now type in a new address.

Now you can add lines, boxes, pictures, or designs to your envelope. Consult your *PageMaker Manual* for information on adding graphics. You can also change fonts on your envelope. See the note on selecting fonts in this manual for more instructions.



Save You can save your envelope as a publication or a template in Pagemaker by selecting *FILE* and then selecting *SAVE*. Type in a name for the file, click on Publication or Template, and then select **OK**.

Print Print your envelope by selecting *FILE* and then *PRINT*. Make sure that your setup is correct, then select **OK**. Your printer will prompt you to *PE FEED COM-10* if you selected *MANUAL* as your Paper Source. If you selected Envelope as your Paper Source, an envelope will be pulled from the Envelope Tray or the Envelope Feeder.

Reverse Print To print reverse, white on black, in PageMaker you must first create a black box as your background and then select reverse in your Type Menu.

Note

When printing reverse you must select FAST RULES in the Print Menu before printing or your text will not print.

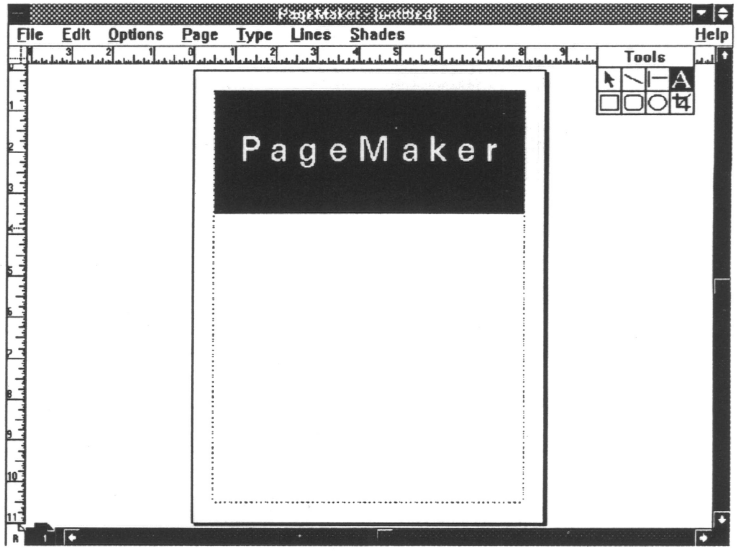
Create a black background

1. Select the Square Drawing Tool from the Toolbox.

Note

Reverse print is only supported on rectangular backgrounds without rounded corners.

2. Move the mouse to the point on the page where you want the top left corner of the box to be.



3. Click and hold the left mouse button.

4. Drag the mouse down and to the right where you want the lower right corner of the box to be.

5. Release the left mouse button.

6. Select *SHADES* from the main menu.

7. Select *Solid.*

Note

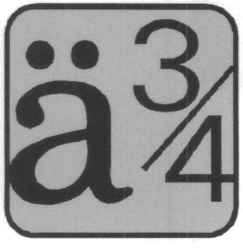
When Printing reverse SOLID is the only valid shade selection.

Select Reverse Type

1. Select the *Text Tool* from the *Toolbox*.
2. Move the mouse to the left side of the page where you want the text to start and click the left mouse button.
3. Select *TYPE*.
4. Select *REVERSE*.
5. Type in your text.

To turn reverse off, select *TYPE* and then select *NORMAL*.

Printing Special Characters



To access special characters in PageMaker, hold down the **[ALT]** key and press the **0** on your numeric keypad followed by the three digit decimal equivalent of the character you wish to print. The decimal equivalent can be found by looking in Appendix A of the LaserJet III, IIID, or IIIP Printer User's Manual.

Note

Windows applications default to the Windows symbol set. The characters in this set are the only ones that can be used unless you have installed and selected a font that specifically states that it uses a different symbol set (i.e., M8, R8, etc.).

Common Tasks Microsoft Excel

This section will assist you with many of the common tasks associated with Microsoft Excel v2.1c.

Microsoft Corporation

Customer Support.....(206) 454-2030
Required Identification.....None
Hours.....5:00am-7:00pm Pacific
Charge.....None

Enter Excel

1. In Windows, open your Windows Application Window.

2. Double click on the Excel icon.

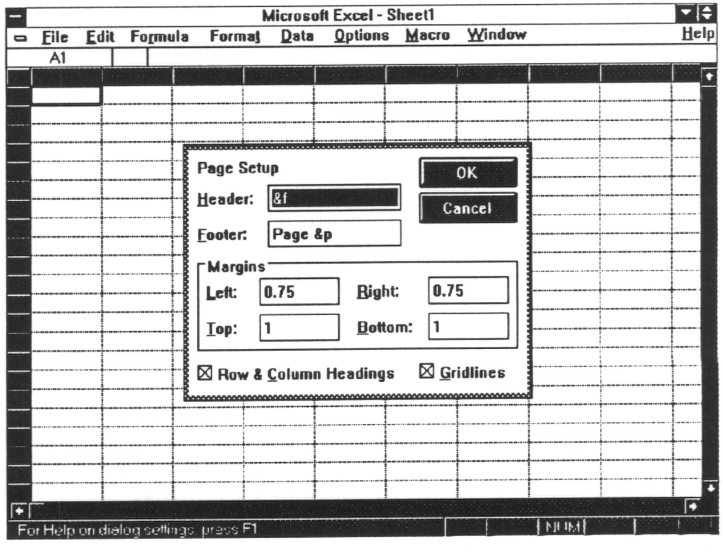
Page Formatting

Page Setup

1. Click on *FILE*.

2. Click on *PAGE SETUP*.

At the *Page Setup Menu*, you can change the document header, footer, and margins.



To Change Header or Footer:

1. Move the mouse to the beginning of the Header or Footer line.

2. Click and hold the left mouse button.

3. Drag the mouse to the end of the Header or Footer line.

4. Type in a new Header or Footer.

To Change Margins:

1. Move the mouse to the beginning of the *Margin Field* you want to change.

2. Click and hold the left mouse button.

3. Drag the mouse to the end of the Margin Field.

4. Type in a new Margin.

After all changes are made select **OK** to return to your document.

Printer Setup

1. Click on *FILE*.

2. Click on *PRINTER SETUP*.

3. Highlight the printer you wish to change.

4. Select *SETUP*.

   Use this menu to select the Printer, Paper Source, Paper Size, Orientation, Number of Copies, and Graphics Resolution. You may also change settings for Memory, Cartridge Fonts, and Page Protection if you have not already done so.

5. Select **OK** twice to return to your document.

Selecting Fonts

Excel allows only four different fonts per document.

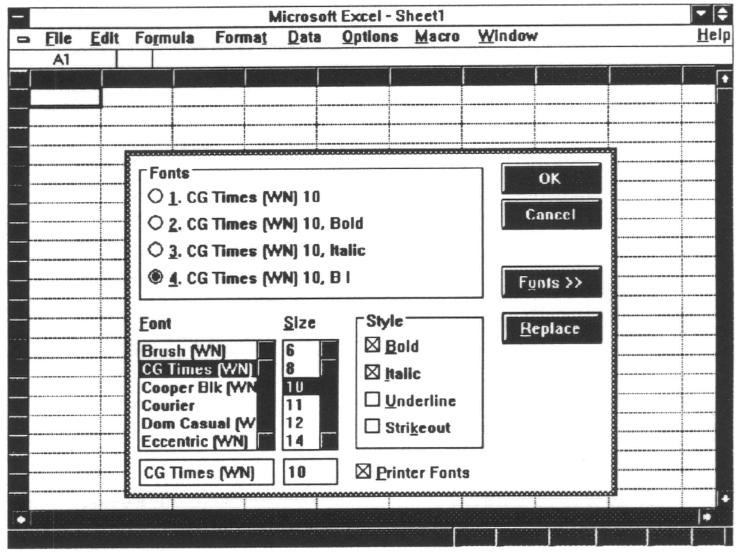
To change a font in Excel:

1. Select *FORMAT*.

2. Select *FONT*.

   There will be a list of four fonts (see screen below). Font number 1 is the default font. By changing this font, you change the font for the Row and Column Headings as well as the font for your document. Font numbers 2,3,and

4 can be changed to give you different fonts within your document.



3. Select *FONTS>>* to display a list of available fonts in the FONT box.

4. Make sure that there is an **X** in the *PRINTER FONTS* Box. If there is no **X**, click on the box and one will appear.

Note

If you do not have an **X** in the Printer Fonts Box you will be given a list of raster and stroke fonts. These fonts generally do not look as clean as printer fonts and they usually take longer to send to the printer. By selecting Printer Fonts, you will get a list of internal, cartridge, and soft fonts that you have available to you. In addition, you will receive three stroke fonts (Modern, Roman, and Script).

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5. Click on one of the four fonts that you want to change.

6. Click on the typeface that you want to use from the *FONT Box.*

7. Click on the point size that you want to use from the *SIZE* Box. If you are using a scalable font and do not see the point size that you want, highlight the box where the point sizes appear and type in the size you want from 4-127 points.

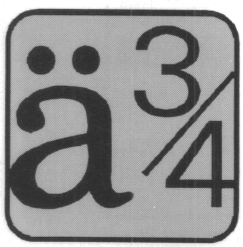
8. If you want to change the style of the font that you are using, click on Bold, Italic, Underline, or Strikeout from the *STYLE* Box.

9. Click on *REPLACE*.

10. To change the remaining fonts, repeat steps 5-9.

11. Click on **OK** to return to your document.

Printing Special Characters



To access special characters in Excel, hold down the **[ALT]** key and press the **0** on your numeric keypad followed by the three digit decimal equivalent of the character you want to print. The three digit decimal equivalent can be found in Appendix A of your LaserJet III, IIID, or IIIP Users Manual.

Note

Windows applications default to the Windows symbol set. The characters in this set are the only ones that can be used unless you have installed and selected a font that specifically states that it uses a different symbol set (i.e., M8, R8, etc.).

Common Problems

This section provides a troubleshooting approach to solving many of the common problems associated with using Windows with the LaserJet III, IIID, and IIIP printers.

LaserJet IIID and IIIP Printers do not show up

If the option for the LaserJet IIID and IIIP Printers do not show up in Windows, check the following:

1. Open the *CONTROL PANEL*.
2. Double click on *PRINTERS*.
3. Highlight *HP LASERJET III*.
4. Click on *CONFIGURE*.
5. Click on *SETUP*.
6. Click on *ABOUT*. This screen will tell you which version of the printer driver you have. You must have version 3.6 or higher for LaserJet IIID support. LaserJet IIIP is not directly supported in version 3.6 of the driver, the LaserJet IIID option can be used if a IIIP option is not available, call Hewlett-Packard at (303) 353-7650 to receive the most current driver.
7. If you have the correct driver, select **OK**.
8. Click on the arrow to the right of the *PRINTER* option. This is the only place that the LaserJet IIID printer will show up. If it is there click on it then select **OK** to save your selection. If the LaserJet IIID option is not there, reinstall your printer driver and then check this menu again.

Out of Memory

If an out of memory error occurs while using Windows, you will need to do the following:

1. Close all unnecessary applications to free available memory.
2. If you are running any RAM resident programs (e.g., Sidekick), remove them from memory and reboot your computer.

No Paper Sizes

If no paper sizes appear or paper sizes change randomly in your printer setup, you will need to check the following:

1. Open your *WIN.INI* file.

2. Find the option *paperind=* under the Heading *[HPPCL5A,LPT1].*

3. Make sure that *paperind=0*. If paperind is set to 1, you will encounter this problem.

4. Save your changes in the *WIN.INI* file.

Note

You must exit out of Windows and then restart Windows for the changes to take effect.

Font Does Not Print

If the font that you have selected in your Windows application does not print:

1. Check to make sure that you actually have the font that you selected. If it is not an font that is internal to the LaserJet, make sure that you have a cartridge or soft font that supports it.

2. If your font is on a cartridge, take your printer off line, remove the cartridge, and reinsert it in the printer. Give the cartridge a good push and you will hear it click into Place. Put the printer back on line and print again. If it still prints in the wrong font, take the printer off line and press the *PRINT FONTS* key on the printer. This will give you a printout of all the fonts that the printer has available. If the cartridge does not show up, it may be damaged or still not inserted properly.

3. If you are using a soft font, check to make sure that the soft font is in the proper directory to be downloaded. Go through the section in this note on *ADDING SOFT FONTS* and make sure that your fonts are selected as *TEMPORARY* if you want Windows to download them each time you print your job, or *PERMANENT* if you have downloaded them before printing. If you have downloaded the font as permanent before printing, take the printer off line and press the *PRINT FONTS* key on the printer. This will give you a printout of all the fonts that the printer has available. If the font does not show up on the page, it will have to be downloaded again.

"MP LOAD (paper size)" on the IIIP.

If the LaserJet IIIP printer displays "MP LOAD (paper size)" when sending a print job to the printer then the job size being sent to the printer does not match the "MP SIZE" setting on the front panel of the printer.

Check the front panel of the printer as well as the paper size in your software to make sure that the two settings match.

Other Problems

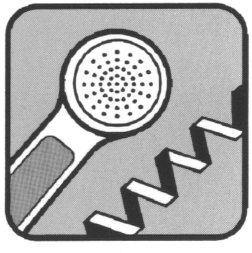
If you are having other types of problems, or if the suggestions provided in this section have not resolved the problem:

1. Read the General Information and Common Tasks sections of this application note.

2. Try printing similar documents. Is the problem isolated to one document? If so, find and delete invalid or misplaced format selections in the problem document.

3. Repeat the installation procedures.

4. Refer to the Microsoft or Aldus documentation or see other software support information on support services available.



5. Call **Hewlett-Packard's Personal Peripherals Assist Line**
   Telephone.....(208) 323-2551
   Hours (Mon, Tues,Thur,Fri).....7:00am to 6:00pm MST
   Wednesdays.....7:00am to 4:00pm MST

Note

When you call Hewlett-Packard, call from a phone next to your computer and LaserJet III, IIID, or IIIP printer. Assisting you often requires access to your printer and Windows document.

5

WordPerfect® version 5.1

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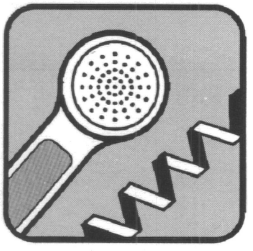
WordPerfect Corporation



Customer Support:

WordPerfect 5.1 Installation:	(800) 533-9605
Printer Support:	(800) 541-5170
Feature Support:	(800) 541-5096
Network Support:	(800) 321-3389
Graphics Support	(800) 321-3383
Hours:	7:00am to 6:00pm MST
Charge:	None
Required Identification:	License Number

Ordering Printer Disk Updates: . . . . . (800) 222-9409

The information and procedures contained in this document apply to WordPerfect version 5.1.

To access the features of the HP LaserJet III/IIID/IIIP, your printer definition file (PRS) must be dated on or after 8/22/90. Follow these steps to find the date of your PRS file:

1. Enter WordPerfect and press **[Shift F7]**.

2. Press **[S]** *Select Printer*. Highlight the HP LaserJet III/IIID or IIIP, and then press **[H]** *Help*.

3. This will take you to the *Printer Helps and Hints* screen. The date on the upper left corner of the screen is the date of your PRS file. (It should be 8/22/90 or later.)

If your PRS file is dated prior to 8/22/90, you must obtain an updated printer drivers disk. You can order updated printer drivers for a nominal charge by calling WordPerfect Corporation at (800) 222-9409. You can also build a driver for your fonts or scalable typefaces using the AutoFont Support disks included with each HP font product.

Installation

Installation of WordPerfect version 5.1 for your LaserJet III/IIID/IIIP printers involves one or all of the following:

- Selecting the correct printer driver.
- Setting up the serial configuration.
- Installing a sheet feeder.
- Installing accessory fonts and typefaces.

If you have not installed WordPerfect, you must do so before proceeding. Refer to the *Installation Instruction* card that came with your WordPerfect package.

Selecting the Correct Printer Driver

The driver file *WPHP1.ALL* is included with WordPerfect 5.1 on **Printer Disks 1-4**. This file contains drivers for most HP LaserJet printer models. If your release of WordPerfect 5.1 does not yet contain a driver for your specific printer, select a driver for a Hewlett-Packard printer with similar features until you can obtain the correct driver.

To select a printer driver within WordPerfect 5.1, perform the following steps:

1. From your document screen, press **[Shift F7]** *Printing Menu*, then **[S]** *Select Printers.*

2. If the printer you want to select is listed on the display, highlight that printer and press **[S]** *Select.*

   If your printer is not listed on the screen, press **[2]** *Additional Printers*. Then highlight the correct printer and press **[S]** *Select.*

Setting Up The Serial Configuration

The default configuration for the HP LaserJet III/IIID/IIIP is parallel. However, if your printer is connected to a **serial** port (for example, COM1:), you must complete the following steps:

1. At the *Select Printer: Edit* screen – **[Shift] [F7]**, **[S]**, **[E]**– choose **[P]** *Port*.

2. WordPerfect will display a list of ports — 1-LPT1, 2-LPT2, 3-LPT3, 4-COM1, 5-COM2, 6-COM3, 7-COM4, 8-Other. Enter the number which corresponds to the appropriate port (for example, 4 for COM1).

3. Next, specify the printer's baud rate, parity, etc. The correct settings are shown in the following screen.

```
Select Printer: COM Port
   1 - Baud                          9600
   2 - Parity                        None
   3 - Stop Bits (1 or 2)            1
   4 - Character Length (7 or 8)     8
   5 - XON/XOFF                      No
Selection: 0_
```

Note

9600 is the default baud rate of the printer. If you will be operating at a baud rate other than **9600**, specify that baud rate.

4. Confirm that your settings match those above, then press **[Enter]** to exit the *Select Printer: COM Port* screen.

Installing a Sheet Feeder

To enable WordPerfect 5.1 to utilize all of your printer's paper feed options, you must first install a sheet feeder. Complete the following steps for sheetfeeder installation:

1. Type **[Shift F7]** *Print Menu*, **[S]** *Select Printer*, **[E]** *Edit.*

2. Choose **[3]** *Sheet Feeder*. A screen similar to the following will appear.

```
Select Printer: Sheet feeder

BDT LaserFeeder (SF)
BDT MF 830 6 Bin (SF)
BDT MF 850 3 Bin (SF)
Build Your Own (SF)
HP LaserJet 2000 (SF)
HP LaserJet 500+ (SF)
HP LaserJet IID (SF)
HP LaserJet IIP (SF)
HP LaserJet III (SF)
HP LaserJet IIID (SF)
HP LaserJet IIIP (SF)
Rutishauser Tower-Feeder 444 (SF)
Ziyad PaperJet 400 (SF)


1 Select; 2 None; 3 Help; N Name search: 1
```

3. Highlight the HP LaserJet III, IIID or IIIP printer, then press **[1]** *Select.* (If your printer model is not listed, select an HP LaserJet printer model with similar features.)

4. Read the *Sheet Feeder Helps and Hints* screen, then press **[F7]** Exit to return to the *Select Printer: Edit* menu.

5. Press **[F7]** *Exit* until you return to the document screen.

Sheet Feeder Bins

When you select a sheet feeder, WordPerfect assigns a sheet feeder bin number to each paper feed option available on the printer. For example, when using the HP LaserJet III printer, selecting bin 1 will tell the printer to feed paper from the internal paper cassette, and selecting bin 2 will set the printer up for manual feed.

Complete the following steps to change your printers paper feed location:

1. Press the **[Home]** key three times and the up arrow key once to position the cursor at the start of your document.

2. Press **[Shift] [F8]**, choose **[P]** *Page*, then **[S]** *Paper Size and Type.*

3. Select **[E]** *Edit*, then **[L]** *Location.*

4. Select **[2]** *Bin Number.* Enter the number of the bin you want to use for your form (document type), then press **[F7]** *Exit* several times to return to your document screen.

The following chart shows the bin numbers that WordPerfect assigns for the HP LaserJet III printer family.

HP LaserJet III

Bin 1. . . . . Internal Paper Cassette
Bin 2. . . . . Manual Feed
Bin 3. . . . . Envelope Feed

HP LaserJet IIID

Bin 1. . . . . Upper Paper Cassette
Bin 2. . . . . Lower Paper Cassette
Bin 3. . . . . Manual Paper Feed
Bin 4. . . . . Manual Envelope Feed
Bin 5. . . . . Automatic Envelope Feed

HP LaserJet IIIP

Letterhead
Bin 1. . . . . MP Tray (Upper)
Bin 2. . . . . Optional Lower Cassette
Bin 3. . . . . Manual Paper Feed
Bin 4. . . . . Manual Envelope Feed

Note

If the **IIIP** printer control panel TRAYS selection is set to LC ONLY, the MP tray can only be used for manual feed.

Installing Accessory Typefaces and Fonts

HP font products can be categorized as either *bitmapped* or *scalable,* both of which are fully supported by WordPerfect 5.1.

Bitmapped fonts are designed in fixed point sizes. They cannot be made smaller or larger, and are available in two forms:

- Bitmapped font cartridges
- Bitmapped soft fonts

Scalable typefaces can be reduced or enlarged, from .2 points to 999.7 points, in quarter point increments. They are also available in two forms:

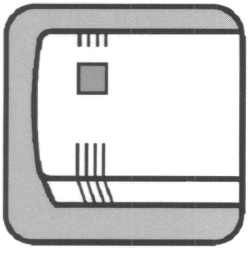
- Scalable typeface cartridges
- Disk based scalable typefaces

WordPerfect 5.1 includes printer disks that contain drivers for many HP bitmapped font products. These font products are listed in the table below.

Bitmapped font cartridges:	**All HP font cartridges 92286:**
WordPerfect C2053A #C01 Microsoft C2053A #C02 ProCollection 92286PC Global Text C2053A #C08 TextEquations C2053A #C07 Pol. Worksheets C2053A #C03 Persuasive Pres. C2053A #C04 Forms, Etc. C2053A #C05 Bar Codes & More C2053A #C06 International Collection C92286IC Great Start C2055A #C01	A, B, C, D, E, F, G, H, I, J, K, L, M, N, P, PC, Q, R, T, U, V, W, WP, W1, X, Y, Z1, Z1A **All HP font cartridges 92290:** S1, S2 **Bitmapped Soft Fonts 33412...** AA, AB, AC, AD, AE, AF, AG, DA, DC, EA, RA, RB, SA, SB, TA, TB, UA, UB **Bitmapped Super Fonts** 33412/33413... AG, DC

If you are using **scalable** typefaces, or **bitmapped** fonts that are **not** listed in this table (such as the **HP Pretty Faces** font cartridge), you must follow the instructions in the *Software Application Notes* for AutoFont Support that are packaged with your font product. Those notes will tell you how to build a driver for your new fonts and scalable typefaces through AutoFont Support.

Installing Font Cartridges



To make WordPerfect recognize the presence of your font cartridge, complete the following steps:

1. Enter WordPerfect 5.1 .
2. Press **[Shift F7]** *Print Menu*, **[S]** *Select Printers*. Highlight your HP printer, then press **[3]** *Edit*.
3. Press **[4]** to change the "Cartridge and Font" information.
4. Highlight "Cartridges" and press **[Enter]**. A screen similar to the following will appear:

```
Select Printer: Cartridges                    Quantity
                                    Total :            2
                                    Available Quantity: 2

                                              Quantity Used

HP #359 Greek                                          1
HP #374 Cyrillic                                       1
HP B Tms Proportional 1                                1
HP Bar Codes & More                                    1
HP C International 1                                   1
HP D Prestige Elite                                    1

Mark:  * Present when print job begins        Press Exit to save
                                              Press Cancel to cancel
```

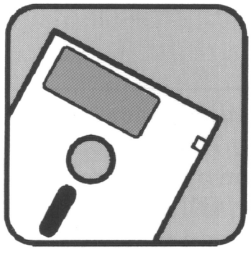
5. Move the bar again until you highlight the name of the HP font cartridge you are installing, and press the asterisk (*) to mark the name of the cartridge.
6. Press **[F7]** repeatedly to return to your document screen.

Installing Bitmapped Soft Fonts

These instructions are for **bitmapped** soft fonts only. (If you are using **scalable** typefaces, you must follow the installation instructions in the *Software Application Notes* for AutoFont support that are packaged with your typeface product.)

Note

You must first have installed the soft fonts onto your hard drive. If you have not already done so, follow the installation instructions for soft fonts included in your font documentation.



1. Enter WordPerfect 5.1 .
2. Press **[Shift F7]** *Print Menu*, **[S]** *Select*. Highlight your HP printer, then press **[3]** *Edit*.
3. Press **[4]** to change the "Cartridge and Font" information. Move the highlight bar with your arrow keys to the selection "Soft Fonts" and press **[Enter]**. You will see a screen similar to the following:

```
Select Printer: Soft Fonts

Font Groups:

   HP AC Times Roman/Helvetica US (4)
   HP AD Times Roman/Helvetica R8 (4)
   HP AE Times Roman/Helvetica US (4)
   HP AF Times Roman/Helvetica R8 (4)
   HP AG Helvetica Headlines PC-8 (4)
   HP DA L.Gothic/Presentation (4)

1 Select; N Name search: 1
```

5. Move the bar again to highlight the name of the soft font group and press **[Enter]**.
6. Mark all the soft fonts that you would like to use within WordPerfect. Soft fonts can be marked or unmarked with an asterisk (*) or a plus (+) symbol, depending on the way you choose to access them in WordPerfect. (Read the section on "Marking Cartridges and Fonts" in the WordPerfect 5.1 reference manual for details.)
7. Press **[F7]** *Exit* until you return to *Select Printer: Edit* screen.

8. Choose **[D]** *Path for Downloadable Fonts* and specify the path where you have installed your LaserJet bitmapped soft font files.

   Example. If your soft font files are installed in the *C:\HPFONTS* directory, specify **C:\HPFONTS** and press **[Enter]**.

9. Press **[F7]** to exit the *Select Printer: Edit* screen.

10. Choose **[S]** *Select* to select the printer, then **[F7]** *Exit* to return to your document screen.

Note

WordPerfect 5.1 presets the memory available for fonts on the HP LaserJet III/IIID/IIIP printer to 700K. If you have an HP LaserJet III/IIID/IIIP printer and optional memory, press **[Shift F7]**, **[S]** *Select Printer*, **[E]** *Edit*, **[C]** *Cartridges and Fonts*. Highlight *Soft Fonts* and press **[Q]** *Change Quantity*. Specify the available memory:

1720 (for 1 MB of optional memory)
2720 (for 2 MB of optional memory)
3720 (for 3 MB of optional memory)
4720 (for 4 MB of optional memory)

If you are using the HP LaserJet III/IIID/IIIP printer's *Page Protection* feature, you need to reduce the amount of memory you are using for your fonts by the amount that you are using for page protection.

General Information

ERROR 21

To prevent ERROR 21, it is recommended that you install extra memory in the printer, and that you turn Page Protection on from the printer's control panel.

Printer Definition

The following paragraphs summarize the Printer Helps and Hints associated with WordPerfect's printer definition.

Helps and Hints

Initializing the printer will delete all soft fonts in printer memory and those fonts marked with an asterisk (*) will be downloaded.

- Line draw is not supported with proportionally spaced fonts.
- Since the LaserJet III/IIID/IIIP printers can rotate fonts, only portrait soft fonts are used in this printer definition, but the printer will print in either orientation.
- Memory requirements necessary to rotate fonts may cause an Out of Memory, **20 MEMORY OVERFLOW** or **20 ERROR** (IIIP) message. If this happens, a printer memory expansion board is recommended.

Selecting Fonts

The font and font attributes are selected using WordPerfect's *Font* feature, **[Ctrl] [F8]**.

If you select a **bitmapped** font, you can only select from a limited number of fixed point sizes. However, selecting a **scalable** typeface in WordPerfect 5.1 will allow you to specify any point size between .2 points and 999.7 points, in quarter point increments.

Note

The HP LaserJet III/IIID/IIIP printer automatically rotates fonts from portrait to landscape orientation. All fonts will be listed in your font selection menu, regardless of orientation.

Base Font

The base font is the font in which normal text is printed. All other font attributes (for example, **bold**) are variations of the base font. To change the base font:

1. Position the cursor where you want to change fonts.
2. Press **[Ctrl] [F8]** to display the *Font* menu.
3. Select **[F]** *Base Font* to display a list of available fonts.
4. Highlight the font of your choice, then press **[1]** *Select* to choose the font. If it is a scalable font, the screen will prompt you to enter a point size after you select the font.

Appearance

To change a font's appearance (for example, **bold**, *italic*, outline or shadow):

1. Press **[Ctrl] [F8]** to display the *Font* menu.
2. Select **[A]** *Appearance*.
3. Select the desired attribute.
4. Type the text to be printed using the specified attribute.

5. Press the right arrow key *or* press **[Ctrl] [F8]** and select **[N]** *Normal* to turn off all attributes.

Underlining

Place the cursor where you would like underlining to begin. Press **[F8]** to turn the underline function on, then type your text. Press **[F8]** again to turn underlining off.

Existing Text

To change the attributes of existing text, block the text using WordPerfect's *Block* feature, **[Alt] [F4]** then follow steps 1-3 in the section, "Appearance."

Printing Special Characters

The HP LaserJet III/IIID/IIIP printers will print any of the symbols in the character sets shown in the *WordPerfect User's Manual.* Those characters that you create with the **[Ctrl] [V]** *Compose* function will be sent to the printer as graphics figures.

To print the special character within a document:

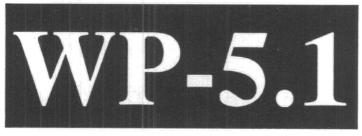
1. Position the cursor where the character is to be printed.
2. If necessary, change the current font (symbol set).
3. Press **[Ctrl] [V]** *Compose*. The prompt `Key =` will appear at the bottom of the screen.
4. Enter the WordPerfect character set number (0-12), a comma, the character number, and then press **[Enter]**.

Example

The copyright symbol, ©, is found in character set 4. It is character number 23. To access this character, press **[Ctrl] [V], [4], [,], [23], [Enter]** to select this character.

Reverse Print

The HP LaserJet III/IIID/IIIP printers will allow you to print white text on a black background (reverse printing).



Complete the following steps to activate reverse printing in WordPerfect:

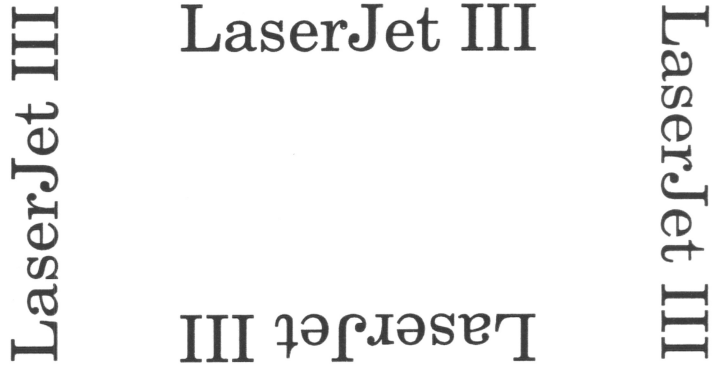
1. Press **[Alt] [F9]**.
2. Select **[B]** *Text Box.*
3. Select **[O]** *Options.*
4. Choose **[B]** *Border Style*, then select **[N]** *None* for all four borders (left, right, top, bottom).
5. Select **[G]** *% Shading* and enter 100%. Press **[Enter]**, then press **[F7]** to return to your document.
6. Press **[Alt] [F9]** again. This time select **[B]** *Text Box.*
7. Then select **[C]** *Create.* This will give you a screen that will allow you to select the size of the box, placement, etc. Or you can leave all the settings at the default values.
8. Once you have made your selection , choose **[E]** *Edit.*
9. Press **[Ctrl] [F8]**, then **[F]** *Base Font.* Highlight the desired font and press **[Enter]**. (Enter point size, if appropriate.)
10. Press **[Ctrl] [F8]** again. Now select **[C]** *Print Color.* Press **[W]** for White, then press **[Enter]**.
11. Type in the desired text, then press **[F7]** twice to return to your document.

Note

Although the LaserJet III/IIID/IIIP printers do support reverse printing, WordPerfect's *View* feature **[Shift] [F7]**, **[V]** will not display reverse printing on the screen.

Rotating Text

WordPerfect 5.1 can print text in multiple orientations on the same page. This text sample was created with four User Defined Boxes. The text in each box was positioned by moving the space bar and/or pressing **[Enter]** while in the User Box Edit mode.



Complete the follow steps to rotate text:

1. Press **[Alt] [F9]**.
2. Select **[U]** *User Box*, **[C]** *Create*, **[H]** *Horizontal* Position (choose where to position the text horizontally), **[S]** *Size*, **[B]** *Set Both*, then enter the dimensions (see the sample settings below).
3. Press **[E]** *Edit*. Then press **[Ctrl] [F8]** and **[F]** *Base Font*. Highlight the desired font, then press **[S]** to select. (If you select a scalable typeface, type in the point size.) Then press **[Enter]**.
4. Type the desired text, then press **[Alt] [F9]**. Enter the number of degrees of desired rotation (see sample settings table), then press **[Enter]**. Press **[F7]** twice to return to your document.
5. After all the text has been entered in the boxes, you may want to edit the boxes and move the text within the box to position it properly.

Use the settings in the following table to set up your box:

Sample Settings Table

	Horizontal Position	Dimensions	Rotation Degrees
Box 1	3 (Center)	2" wide & .5" high	0
Box 2	2 (Right)	1.9" wide & 2" high	90
Box 3*	2 (Right)	1.9" wide & 2" high	270
Box 4	3 (Center)	2" wide & .5" high	180

*After creating Box 3, press **[Enter]** until you see the bottom line of Boxes 2 and 3 on the screen, then create Box 4.

Letter-Size Paper in Landscape Orientation

Follow these steps to print on letter-size paper in landscape orientation.

1. Press the **[Home]** key three times and the up arrow key once to position the cursor at the start of your document.
2. Press **[Shift] [F8]**, choose **[P]** *Page*, then **[S]** *Paper Size and Type.*
3. Highlight *Standard - Wide,* and press **[S]** *Select.*
4. Press **[Enter]** twice to return to your document.

The HP LaserJet III/IIID/IIIP printers will automatically rotate your fonts to the landscape orientation.

Legal-Size Paper

Follow these steps to print on legal-size paper.

1. Press the **[Home]** key three times and the up arrow key once to position the cursor at the start of your document.
2. Press **[Shift] [F8]**, choose **[P]** *Page*, then **[S]** *Paper Size and Type.*
3. Highlight the appropriate legal form, and press **[S]** *Select.*
4. Press **[Enter]** twice to return to your document.

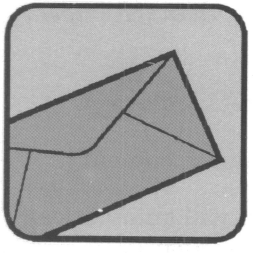
If your computer beeps when the document is printed, press **[Shift] [F7]**, choose **[C]** *Control Printer*, and press **[G]**o. (IIIP users must click the **[ON LINE]** key to resume printing when using manual feed.)

Note

To print on legal paper with manual paper feed, you must change the location of your legal form to manual in WordPerfect's *Paper Size / Type* menu.

Com-10 Envelopes
(Standard Business Envelopes with Preprinted Return Address)

Follow these steps to print on Com-10 (4-1/8" x 9-1/2") envelopes **which have a preprinted return address.** (When printing envelopes on the IIIP printer, be sure to use the front output tray.)



1. Press the **[Home]** key three times and the up arrow key once to position the cursor at the start of your document.

2. Press **[Shift] [F8]**, choose **[P]** *Page*, then **[S]** *Paper Size/Type*.

3. If you want to print with **manual feed**, highlight the form called *Envelope - Wide* and press **[S]** *Select*. (This is a form that is already included in the WordPerfect Software. It tells the printer that you want to print wide business envelopes and use manual feed.)

Note

*To use an **Envelope Tray** (HP Part Number 92297F) on the LaserJet III/IIID, the AutoEnvelope Feeder on the IIID or the Optional Lower Cassette on the IIIP, you must first create a new form for your envelope (see "Creating Forms").*

---

4. Press **[M]** *Margins*. Specify 2" for the top margin and 1" for the bottom margin. Press **[Enter]** to go to the *Format* menu.

5. Press **[L]** *Line*, then **[M]** *Margins*. Specify a left margin of 4" and a 1" right margin.

6. Press **[Enter]** and **[F7]** *Exit* to return to your document.

Type the addresses, separating each address with a *page break*, **[Ctrl] [Enter]**. When you are ready to print, press **[Shift] [F7]** and choose **[F]** *Full Document*.

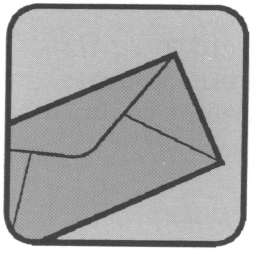
If your computer beeps when you send a document to the III or IIID printer, it is set up to print ***manual feed***. To tell it to print the envelope, press **[Shift] [F7]**, then choose **[C]** *Control Printer*, and press **[G]**o.

(If you are using a IIIP printer with manual feed, you must click the printers **[ON LINE]** key to resume printing.)

Com-10 Envelopes (Standard Business Envelopes without Preprinted Return Address)

Follow these steps to print on Com-10 (4-1/8" x 9-1/2") envelopes which **do not have a preprinted return address**.

(When printing envelopes on the IIIP printer, be sure to use the front output tray.)



1. Press the **[Home]** key three times and the up arrow key once to position the cursor at the start of your document.

2. Press **[Shift] [F8]**, choose **[P]** *Page*, then **[S]** *Paper Size/Type.*

3. If you want to print with **manual feed**, highlight the form called *Envelope - Wide* and press **[S]** *Select.* (This is a form that is already included in the WordPerfect Software. It tells the printer you want to print wide business envelopes and use manual feed.)

Note

*To use an **Envelope Tray** (HP Part Number 92297F) on the LaserJet III/IIID, the AutoEnvelope Feeder on the IIID or the Optional Lower Cassette on the IIIP, you must first create a new form for your envelope (see "Creating New Forms").* Highlight the correct envelope form and press **[S]** *Select.*

4. Press **[M]** *Margins.* Specify 0.5" for the top margin and 1" for the bottom margin. Press **[Enter]** to go to the *Format* menu.

5. Press **[L]** *Line*, then **[M]** *Margins.* Specify a left margin of 0.25" and a 1" right margin.

6. Select **[T]** Tab Set. Press **[Ctrl End]**, type 4" and press **[Enter].**

7. Press **[F7]** *Exit* to return to your document.

Format the addresses as shown in the following example. Separate each envelope with a page break, **[Ctrl Enter].**

RETURN ADDRESS

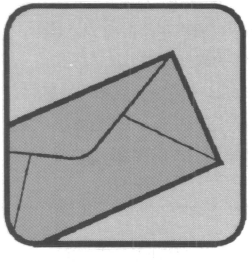
press [Enter] **until the cursor is positioned approximately 2" from the top**

press [Tab] MAILING ADDRESS

If your computer beeps when the document is printed, press **[Shift] [F7]**, choose **[C]** *Control Printer*, and press **[G]**o. (On the IIIP, you must click the printer's **[ON LINE]** key to resume printing.)

Monarch Envelopes (Small Business Envelopes with Preprinted Return Address)

Follow these steps to print on Monarch (3-7/8" x 7-1/2") envelopes which have a **preprinted return address**. (When printing envelopes on the IIIP printer, be sure use the front output tray.)



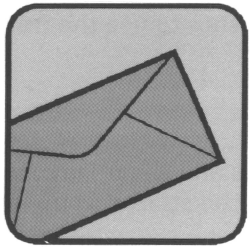
To print on Monarch envelopes, you must first define a form (see "Creating New Forms"). Proceed with the following steps once the appropriate form has been created.

1. Press the **[Home]** key three times and the up arrow key once to position the cursor at the start of your document.
2. Press **[Shift] [F8]**, choose **[P]** *Page*, then **[S]** *Paper Size/Type*.
3. Highlight the correct envelope form and press **[S]** *Select*.
4. Press **[M]** *Margins*. Specify 2" for the top margin and 1" for the bottom margin. Press **[Enter]** to go to the *Format* menu.
5. Press **[L]** *Line*, then **[M]** *Margins*. Specify a left margin of 3" and a 1" right margin.
6. Press **[F7]** *Exit* to return to your document.

Type the addresses, separating each address with a *page break*, **[Ctrl] [Enter]**. When you are ready to print, press **[Shift] [F7]** and choose **[F]** *Full Document*.

If your computer beeps when the document is printed, press **[Shift] [F7]**, choose **[C]** *Control Printer*, and press **[G]**o. (IIIP users must click the **[ON LINE]** key to resume printing when using manual feed.)

Monarch Envelopes (Small Business Envelopes without Preprinted Return Address)



Follow these steps to print on Monarch (3-7/8" x 7-1/2") envelopes which **do not have a preprinted return address**.

(When printing envelopes on the IIIP printer, be sure to use the front output tray.)

To print on Monarch envelopes, you must first define a form (see "Creating New Forms"). Proceed with the following steps once the appropriate form has been created.

1. Press the **[Home]** key three times and the up arrow key once to position the cursor at the start of your document.
2. Press **[Shift] [F8]**, choose **[P]** *Page*, then **[S]** *Paper Size/Type*.
3. Highlight the correct envelope form and press **[S]** *Select*.
4. Press **[M]** *Margins*. Specify 0.5" for the top margin and 1" for the bottom margin. Press **[Enter]** to go to the *Format* menu.
5. Press **[L]** *Line*, then **[M]** *Margins*. Specify a left margin of 0.25" and a 1" right margin.
6. Select **[T]** *Tab Set*. Press **[Ctrl End]**, type 3" and press **[Enter]**.
7. Press **[F7]** *Exit* to return to your document.

Type the addresses, separating each address with a page break, **[Ctrl] [Enter]**. When you are ready to print, press **[Shift] [F7]** and choose **[F]** *Full Document*.

Format the addresses as follows, separating each envelope with a page break, **[Ctrl] [Enter]**.

RETURN ADDRESS	
press [Enter] until the cursor is positioned approximately 2" from the top	
press [Tab]	MAILING ADDRESS
press [Tab]	MAILING ADDRESS

If your computer beeps when the document is printing, press **[Shift] [F7]**, choose **[P]** *Printer Control*, and press **[G]**o. (IIIP users must click the **[ON LINE]** key to resume printing when using manual feed.)

Formatting and Printing Labels

WordPerfect 5.1 now has an advanced label formatting feature. (If you are using the IIIP, be sure to use the front output tray.)

Follow these steps to print your labels.

1. Press the **[Home]** key three times and the up arrow key once to position the cursor at the start of your document.
2. Press **[Shift F8]**, then **[P]** *Page* to select the *Format: Page* menu.
3. Press **[S]** *Paper Size*, then **[A]** *Add*.
4. Select **[L]** *Labels*.
5. Select **[L]** *Labels* at the *Format: Edit Paper Definition* menu. Type **[Y]** for **Yes.**
6. The *Format: Labels* screen will appear. Enter the measurements for your labels. You can define the label size, the number of labels on the sheet, the top left corner, the distance between labels, and the label margins.
7. When you have finished, press **[F7]** *Exit* twice to return to the *Format: Paper Size / Type* screen. Press **[S]** *Select*.
8. Press **[Enter]** twice to return to your document. Begin typing your labels.

If your computer beeps when the document is printing, press **[Shift] [F7]**, choose **[P]** *Printer Control*, and press **[G]**o. (IIIP users must click the **[ON LINE]** key to resume printing when using manual feed.)

Creating New Forms

To accommodate envelopes and odd sizes of paper, WordPerfect allows you to create your own custom forms. When you select a form, you are telling the printer what size and shape your paper is, and what method you want to use to feed paper into the printer.

Use the following steps to define a form:

1. Press **[Shift] [F8]** *Format.*
2. Press **[P]** *Page.*
3. Press **[S]** *Paper Size/Type*
4. Press **[A]** *Add.*
5. Select **[O]** *Other*. Enter the name of your form.
6. Select **[S]** *Paper Size*.
7. Select **[O]** *Other*. Type the width (in inches) and press **[Enter]** . Specify the height and press **[Enter]** again to return to the *Format: Edit Paper Definition* menu. Continue to define your form. (If you do not know what size to make your forms, refer to the tables following these instructions.)
8. Press **[F7]** *Exit* to save your changes. Highlight your new form and press **[1]** to select it.
9. Press **[F7]** to return to your document.

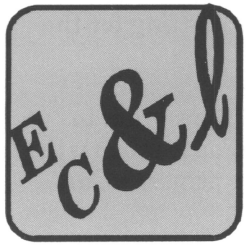
HP LaserJet III/IIID Form Settings						
Form Type [9] Other	**Paper Size [1]**	**Paper Type [2]**	**Font Type [3]**	**Prompt [4]**	**Location [5]**	**Double Sided [6]**
Com-10 Envelope (Tray)	Other 4" W x 9.5" L	Com-10 (Tray)	Landscape	No	Continuous	No
Monarch Envelope (Manual)	Other 4" W x 7.5" L	Monarch (Manual)	Landscape	Yes	Manual	No
Monarch Envelope (Tray)	Other 4" W x 7.5" L	Monarch (Tray)	Landscape	No	Continuous	No
Com-10 Envelope (Auto Feeder) **(IIID only)**	Other 4" W x 9.5" L	Com-10 (Feeder)	Landscape	No	Bin 5	No
HP LaserJet IIIP Form Settings						
Legal Paper (MP Tray)	Legal 8.5" W x 14" L	Legal (MP)	Both	Yes	Bin 1	No
Legal Paper (LC Tray	Legal 8.5" W x 14" L	Legal (LC)	Both	Yes	Bin 2	No
COM-10 Envelope (MP Tray)	Other 4" W x 9.5" L	COM 10 (MP)	Landscape	Yes	Bin 1	No
COM-10 Envelope (LE Tray)	Other 4" W x 9.5" L	COM 10 (LE)	Landscape	Yes	Bin 2	No
Monarch Envelope (MP Tray)	Other* 4" W x 7.5" L	Monarch (MP)	Landscape	Yes	Bin 1	No
Monarch Envelope (LE Tray)	Other* 4" W x 7.5" L	Monarch (LE)	Landscape	Yes	Bin 2	No

Duplex Printing

Duplex printing (printing both sides of page) is available on the HP LaserJet IIID printer only. To print in duplex mode on the LaserJet IIID, you must select a *Duplex Form*.

1. Press **[Shift F8]** to call up the *Format* menu, then select **[2]** *Page*.
2. Select **[7]** *Paper Size*. Highlight the form you want to use, and press **[1]** to select.
3. Press **[F7]** *Exit* to return to your document.

Embedding Printer Commands



For features not supported by WordPerfect's printer definitions, printer commands can be embedded into documents. The steps are as follows:

1. Press **[Shift]** **[F8]**, choose **[O]** *Other*, then **[F]** *Printer Functions*.
2. Next, select **[C]** *Printer Command*, then **[C]** *Command*.
3. Enter the printer command. To enter the escape control character, ^c, type **<27>** . Then enter the remainder of the printer command in its ASCII form. *There should be no spaces in the command!*

Example ^c&l5X would be entered as **<27>&l5X**

4. Press **[Enter]**, then **[F7]**, to return to your document.

Common Problems

This section provides a troubleshooting approach to solving many of the common problems associated with using WordPerfect and the LaserJet III, IIID or IIIP printer. In most cases, these problems can be avoided if you follow the guidelines presented in the "General Information" and "Common Tasks" sections of this application note.

Computer Beeps When Printing

Problem: The computer beeps and WordPerfect's *Printer Control* screen — **[Shift] [F7]**, **[4]** — displays the message

```
Insert    paper, press G to continue.
```

Cause: The *Prompt To Load* setting for the Paper Size/Type you have Selected is set to **Yes.**

Solution: Change the *Prompt To Load* setting for the Selected Paper Size/Type to **No.**

New Font Cartridge Does Not Appear on Menu

Problem: After you have used the PTR program to install a new font cartridge with AutoFont support, the new cartridge does not appear on your printer's *Cartridges* menu.

Solution: In the Select Printer menu, delete the name of your printer, then add it again. Edit the printer definition and check your *Cartridges* menu. Your new cartridge should be listed. If it is not, redo the instructions in the *Software Application Notes* that are packaged with your font product.

Units of Measure

Problem: Some of the procedures (for example, creating forms and formatting envelopes) listed in this application note do not work.

Cause: Your default units of measure may not be set to inches.

Solutions: 1) Include the quote mark (type **4"** rather than **4**) when entering the margin and form size specifications listed in this application note. 2) Set your default units of measure to inches. Press **[Shift] [F1]**, choose **[E]** *Environment*, then **[U]** *Units of Measure*, press **[D]** *Display and Entry of Number*, specify **["]**, then press **[F7]** *Exit*.

Incorrect Font

Problem: Your document, or a portion of it, does not print in the correct font.

Causes: 1) Did you install the correct printer definition and fonts? 2) When selecting fonts, are you specifying the desired base font, or simply specifying the size (e.g., large or very large)? 3) If you are using a font cartridge, is the font cartridge properly inserted? 4) If the soft font has been marked * , has the printer been initialized?

Solutions: 1) Repeat the installation procedures described earlier in this document. 2) Rather than specifying size (e.g., large or very large), press **[Ctrl] [F8]**, choose **[F]** *Base Font*, and select the desired font. 3) If the font is a cartridge font, take the printer off line and insert the font cartridge firmly — you should hear and feel the cartridge "click." Place the printer on line and try printing again.

"MP LOAD 'paper size'" on the IIIP

Problem: Printer Displays `MP LOAD` in the first line of the display when sending a print job to the printer.

Cause: The Job size (pge size) command being sent to the printer does not match "MP SIZE" on the front panel menu of the IIIP printer.

Solution: Change "MP SIZE" on the front panel menu of the IIIP printer to match the Job size command being sent to the printer.

Missing Forms

Problem: At the *Format: Paper Size / Type* screen you selected **[8]** *Other*, but no forms, such as Legal Paper (Tray), are listed.

Cause: The currently selected printer definition does not contain user-defined forms.

Solutions: 1) Press **[Shift] [F7]** and confirm that the proper printer definition has been selected — press **[S]** to select a different printer. 2) If no forms have been created, or if you reinstalled your printer, create the necessary forms. Refer to "Creating Forms" in the "Common Tasks" section of this application note.

Other Problems

If you are having other types of problems or if the suggestions provided in this section have not resolved the problem:

1. Look at your document in the *View* mode and compare it to your hard copy.

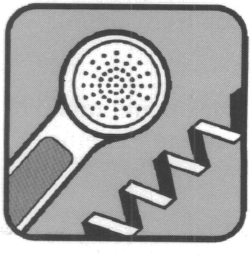
2. Read the "General Information" section of this application note.

3. Try printing similar documents. Can the problem be isolated to one document? If so, use WordPerfect's *Reveal Codes* function **[Alt] [F3]** and *Search* function **[F2]** to find and delete invalid or misplaced format selections.

4. Repeat the installation procedures. This will help ensure proper installation of the correct printer definition.

Calling for Help

In case of further difficulty, refer to your *WordPerfect Manual* or call WordPerfect Customer Support if you need assistance using WordPerfect.



If you still need assistance, call **Hewlett-Packard's Personal Peripherals Assist Line.**

Telephone: . . . . . (208) 323-2551
Hours (Mon, Tue, Thu, Fri): . 7:00am to 6:00pm MST
Wednesday: . . . . . 7:00am to 4:00pm MST

Note

When you call Hewlett-Packard, please call from a phone next to your computer and LaserJet printer. Assisting you often requires access to your printer and WordPerfect application. You should also have a current copy of the self-test available. This will allow you to quickly identify current printer settings for the support technician.

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